

F-1 Curricular Practical Training (CPT)

CPT is a temporary employment authorization that allows an international student with F-1 visa status to work off campus. The specific regulation defining this program is as follows:

An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

CPT Eligibility

- ✓ Work experience must be directly related to a student's major field of study.
- ✓ F1 student must have been enrolled for a full academic year (2 semesters), unless in graduate studies and immediate participation in CPT is required.
- ✓ Student may not work full time for a full year, if student wants to pursue OPT after graduation.

CPT Application Procedure

- ✓ Find an employer interested in hiring you for a position in your field of study. Obtain a signed offer letter from the employer which specifies the terms of employment (duration, number of hours per week, salary).
- ✓ Notify the department academic advisor about the possible position and seek confirmation on the CPT request form that it is directly related to a course or your course of study. If required for credit, register for the class, if needed, completing an independent study form.
- ✓ Make an appointment at the Office of International and Advanced Studies (OIAS) to have the new I-20 prepared and endorsed for CPT. Ask for a copy of your new I-20.

Part 1 – To be completed by the student

Name:	SVSU ID:
Degree Level:	Major:
Expected Date of Graduation:	SEVIS ID: N

By completing this form, I confirm I have received an offer of employment for the employer and dates listed below. I further understand that the CPT authorization is for this employer and these dates only. Attached is a signed offer letter from the employer.

Name of CPT Employer:		
Actual Street Address of Employer (not P.O. box):		
City:	State:	Zip:
Employer Telephone Number:		
Start Date of Employment:	End Date of Employment:	
Part-time or Full-time: *Part-time = 20 hours per week or less; Full-time = More than 20 hours per week		
Duties of Job:		
Have you received a CPT authorization before?		

Part 2 – To be completed by designated university faculty or staff member

Please indicate the student's eligibility per INS regulations 8 CFR 214.2 (f)(10)(i) by checking one of the options below.

The proposed employment is based on a degree requirement within the student's major. <input type="checkbox"/> Signature of dean or designee: _____ <div style="text-align: right;">Date: _____</div>
The proposed employment is based upon awarding course credit in major area of study. <input type="checkbox"/> Signature of dept advisor or professor: _____ <div style="text-align: right;">Date: _____</div>
The proposed employment is not for credit but offered under cooperative agreement between the employer and the university, directly related to the student's major field of study. <input type="checkbox"/> Signature of career services director or designee: _____ <div style="text-align: right;">Date: _____</div>

F1 student on this request form is eligible for CPT and has been entered in SEVIS.

Name and Signature of DSO: _____ Date: _____