

CURRICULAR PRACTICAL TRAINING

INSTRUCTIONS FOR F-1 STUDENT RECOMMENDATION FORM

Definition

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional, temporary employment such as an internship, co-op program, practicum, or similar situation prior to the completion of studies. ***The training must be a required part of the curriculum OR an integral part of the established curriculum and the student must receive academic credit for the employment.*** As an academic activity, the period of authorization should normally fall within the limits of a given academic term. The employment may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). Part-time CPT will not be deducted from the *Optional* Practical Training (OPT) period. However, if a student uses twelve months of full-time CPT, then no OPT is permitted at that degree level. Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. Failure to enroll in the specified course during the term for which the CPT is authorized will constitute a violation of immigration status.

Eligibility

A student must maintain F-1 status (including full-time enrollment each semester and possession of a valid I-20) for at least two full semesters before being eligible for CPT. Time spent on an approved full-time study abroad program may count towards the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

Authorization

CPT is authorized by an international student adviser in the Office of International Programs (OIP). Employment may not begin until the proper authorization is obtained on page 3 of the student's I-20, and must end by the authorized completion date.

Forms

The only form needed (*Curricular Practical Training F-1 Student Recommendation Form*) to apply for CPT employment authorization is on the reverse side of this handout.

How to Apply

1. Complete Section A of the **CPT Recommendation Form**. Have your academic adviser complete Section B.
2. Schedule an appointment with an International Student Adviser. Allow 30-60 minutes for the appointment. Take to your appointment: 1) the **completed CPT Recommendation Form**, 2) your current **I-20**, 3) your **I-94**, and 4) your **passport**.
3. During the appointment, the International Student Adviser will check your immigration status (including enrollment history) and review the CPT Recommendation Form to verify that the employment meets the curricular requirement. If the International Student Adviser approves the CPT request, he/she will submit the authorization to SEVIS and issue you a new I-20.
4. When you receive your new I-20, be sure to sign the Student Certification (I-20 Section #11).
5. Employment may begin only after the International Student Adviser has authorized the request by endorsing your **I-20—the official document authorizing the Curricular Practical Training**.

Reference: 8 CFR 214.2 (f) (10)(i)...Continued

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(Please print or write clearly.)

Section A: To be completed by student:

Name exactly as it appears in passport:

1. _____
Family/Surname Given/First Name Middle name, if applicable
2. _____ 3. _____ 4. _____
Chatham ID # E-Mail Address Phone Number(s) and Type
5. Current Local Address _____

Section B: Academic Adviser's Recommendation (all items must be completed):

1. Educational level (check one): ☐ Bachelor's ☐ Master's ☐ Doctoral
2. Major area of study: _____
3. Expected date of completion of degree requirements: _____ (mm/dd/yyyy)
(*Note: This is an approximation of the date the student will actually complete all degree requirements. It is NOT the commencement date or necessarily the last day of the semester.*)
4. Proposed Employer's Name: _____
5. Employer's Full Address: _____
6. Proposed employment start date: _____ employment end date: _____ (mm/dd/yyyy)
7. Proposed number of hours to work per week: _____
8. Academic credit will be awarded as follows (if applicable):
Course Number: _____ Course Title: _____ Credit Hrs: _____

[Failure to enroll in the class during the specified term would constitute an immigration status violation.]

Check one:

- ☐ The employment is a **required** component of the student's curriculum.
- ☐ The employment is not required, but is considered an **integral** component of the student's academic program as described below. For students that have finished all course requirements exclusive of thesis, dissertation, or equivalent, please verify that the purpose of employment is to obtain data from the employment that will be published in and significantly contribute to the student's thesis, dissertation, or equivalent:
- _____

Thereby recommend the above-mentioned student for the employment as described on this form.

Academic adviser's signature: _____ Date: _____

Name printed _____ Dep't/Program: _____

Phone No: _____ E-Mail Address: _____

Dep't Chair's Sig.: _____ Name: _____ Date: _____