

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is temporary employment authorization which allows F-1 students to gain practical experience in their field of study prior to graduation. According to immigration regulations, the work performed must be directly related to the student's major field of study and considered either required or integral to their academic program. For work that is related to the student's field of study, but does not have a curricular component, the student must apply for Optional Practical Training (OPT).

Am I eligible for CPT?

- I have been enrolled full-time at ISU for at least 2 semesters or I am enrolled in a graduate program that requires immediate participation in CPT (ISSS will require confirmation of this from the program)
- I have maintained my F-1 status
- I have a job/internship offer
- I will continue to be enrolled full-time during my job/internship
- I will receive course credit for my job/internship

How do I apply for CPT?

Step 1: Attend an OISP Employment Workshop or meet with a Career Center Advisor

Step 2: Meet with an International Student Advisor to confirm your eligibility for CPT

Step 3: Meet with your Academic Advisor

- Your advisor should complete and sign the Academic Advisor Form for CPT

Step 4: Enroll in the course that is associated with your CPT

Step 5: Gather documentation:

- Employment Workshop Attendance Confirmation Sheet or Career Center Appointment Confirmation Sheet (for students who did not attend an Employment Workshop)
- Student Acknowledgement Form
- Advisor's Form (completed and signed by Academic Advisor)
- Job offer letter on letterhead and signed that includes: job title, specific start and end dates, salary, number of hours per week, location of employment, and a description of the work to be performed
- Passport, visa, I-94 (www.cbp.gov/I94)
- Original I-20s

Step 6: Schedule an appointment with International Student Advisor

If you have all the proper documentation, the advisor will process your CPT during the appointment and issue you a new I-20 document. ***You must be authorized for CPT by an International Student Advisor before beginning any employment.*** Working prior to obtaining authorization could result in a loss of your F-1 status.



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Student Acknowledgement Form

Please initial each item after you have read it.

- ___ CPT is a type of work authorization for F-1 students, but the primary purpose of CPT is educational. The work you perform can be paid or unpaid, but must be considered required or integral to your program of study and occur prior to completion of your coursework. CPT should not delay the completion of your program.
- ___ CPT is first recommended by the Undergraduate/Graduate Advisor, and then authorized by an International Student Advisor at OISP.
- ___ You must continue to maintain your F-1 student status while on CPT, including maintaining full-time enrollment and reporting any changes in address.
- ___ You must have an offer of employment to apply for CPT.
- ___ Part-time CPT authorization is 20 hours per week or less. Full-time CPT is 21 hours per week or more.
- ___ Full-time CPT can be authorized during the summer break. Requests for full-time CPT during Fall/Spring will be evaluated on a case-by-case basis in close consultation with your academic advisor.
- ___ CPT is authorized by semester and the employment dates must occur within the specific semester requested in the application. Students must submit separate applications for each semester they are requesting CPT.
- ___ You may use as much CPT authorization as is required for your degree program. However, if you accumulate 12 months or more of full-time CPT authorization, you are not eligible for Optional Practical Training (OPT) authorization. Part-time CPT does not affect OPT in any way.
- ___ Curricular Practical Training authorization on Page 3 of your I-20 is your proof to accept employment. Therefore, your passport, I-20 and I-94 may be used to complete the Form I-9 that all U.S. employers are required by law to complete within three days of the start of employment.
- ___ A student authorized for CPT may only work for the specific employer at the specific location and for the specific dates listed on page 3 of his/her I-20. If there are any changes to this information, the student must contact an International Student Advisor prior to the change. The student will be required to submit updated documentation.

I hereby acknowledge that I have read and understood the above statements.

Student's Name (print)

Student's Signature

Date

ISU email address

Personal email address



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Academic Advisor Form

STUDENT INFORMATION	
Student's Name:	UID#:
Degree: <input type="checkbox"/> UG <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	Field/Major:
Has the student completed all required coursework for the degree program? <input type="checkbox"/> YES <input type="checkbox"/> NO	Expected Defense Date (if applicable): MM/DD/YYYY Expected Completion Date: MM/DD/YYYY
Is the student working on campus? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, number of hrs/wk:

CPT EMPLOYMENT INFORMATION	
Employer Name:	Position Title:
Begin Date: MM/DD/YYYY End Date: MM/DD/YYYY	Wages: Hrs/Wk:
Employer Address:	Brief description of duties:

ACADEMIC ADVISOR APPROVAL

Please initial next to each line to affirm.

- _____ The above student is in good academic standing and making normal progress toward degree completion. Current GPA: _____
- _____ The above student is applying for CPT for the _____ semester (e.g. Fall 2015).
- _____ The position is directly related to the student's field of study (attach job offer letter).
- _____ The job is (CHOOSE ONE):
- Required by all students in the program as outlined in the ISU Course Catalog (attach copy of catalog language)
 - Necessary for the student to collect data that will significantly contribute to thesis/dissertation (student must be registered for thesis credit)
 - Integral to the student's program (must complete Course Information section).

COURSE INFORMATION (complete only if checked box 3 to indicate the job is integral to program)	
Course Number:	Course Title:
# of credits:	Semester Enrolled:
<p>If the course does not specifically require employment, the Academic Advisor must attach a letter on department letterhead detailing:</p> <ul style="list-style-type: none"> Specific course objectives How the work will allow the student to meet those objectives How you will evaluate the student's performance 	

Advisor's Signature

Advisor's Name (print)

Department

Date



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