

F-1 Curricular Practical Training (CPT) Student Form

Purpose of Form: This form must be completed by all F-1 students requesting International Student Services (ISS) authorization for CPT. Please complete this entire form and submit it along with the additional required documents in the checklist below to the ISS office. Our contact information is listed above.

What is Curricular Practical Training (CPT)? CPT is work authorization for F-1 international students to receive further training that is designed to achieve an established academic objective and is directly related to your degree level and major. Federal regulations permit a student to engage in CPT that is an integral part or planned option in the student's degree plan. CPT includes internships and cooperative education. CPT authorization is dependent upon the student being academically eligible and the employment meeting federal government regulations. F-1 students must apply for CPT if they intend to work off-campus as an integral part or planned option of their established curriculum prior to completion of their academic program whether or not they will receive any form of payment or compensation. A student authorized for CPT may only be employed by a specific employer, at a specific location and for specific dates as approved by ISS. Any changes in the employment (i.e. employer, location, dates of employment) require a new CPT application. The student must resubmit a new application to ISS and wait for a newly issued I-20 in order to continue employment. Refer to the ISS CPT webpage for additional information and access to all CPT forms: <http://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training>.

Deadline(s): ISS authorization must be granted on a new Form I-20 before the student may begin CPT employment. ISS processing times are 5 to 10 business days from the time the student's application for CPT is complete.

Required Steps Checklist: In order to submit a complete application for CPT, take the following actions:

- If an internship is not required of all degree candidates in the academic program, the student must earn at least 1 hour of course credit for each semester in which they engage in CPT. Review the checklist below for additional information.
- The student must have enrolled in the course(s) for which they will earn CPT credit before ISS can authorize the CPT. The credit(s) must be earned during the semester in which the CPT will occur.
- If the student will not enroll full-time during the CPT, either during a major semester (Fall or Spring) or their graduating semester (including Summer), they may obtain full-time certification from the Office of the Registrar in order to maintain the full-time enrollment requirements of F-1 student status. This request is initiated by the academic department.
- Sponsored students must contact Sponsored Student Programs (SSP) and their sponsor to ensure that the application for CPT does not violate the conditions of their sponsorship. Please contact SSP at ssp@tamu.edu or 979-845-1824 for approval.

Submit the following documents to ISS:

- F-1 CPT Student Form (this form), available at <http://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training>
- F-1 CPT Department Form, available at <http://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training>
- F-1 CPT Employer Form, available at <http://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training>
- An official, signed job offer letter on company letterhead
- Photocopies of the passport, visa, I-94 card (front and back) and the most recently issued I-20 for the F-1 student only. If you do not have an I-94 card, submit a copy of the admissions entry stamp in your passport showing 'F-1 D/S.'
- Degree plan:
 - Undergraduate students – Submit a copy of your approved degree plan or the page(s) from the Undergraduate Catalog to show how your CPT request is either an integral part or planned option in your degree.
 - Graduate students:
 - *If this is your first CPT request and your degree plan is still pending approval with the Office of Graduate Studies (OGS), you are required to include evidence that you have submitted a degree plan to OGS that has been approved by your academic department and includes the CPT credit(s).*
 - *If this is your first CPT request and your degree plan has already been approved by OGS, you do not need to submit anything to ISS. However, ISS must be able to verify that your degree plan has already been approved by OGS and includes the CPT credit(s) for the corresponding semester(s).*
 - *If this is not your first CPT request, you do not need to submit anything to ISS. However, ISS must be able to verify with OGS that your degree plan has already been approved by OGS and includes the CPT credit(s) for the corresponding semester(s) before your CPT can be authorized.*

Please note that this form continues onto a second page.

F-1 CPT Student Form

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This entire form must be completed by the F-1 student requesting CPT authorization.

1. Student Last Name: _____ Student First Name: _____

2. UIN: _____

3. Major: _____ Degree Level: Bachelor's Master's Doctorate

4. Employer Name: _____

5. Physical Address of Employment Location: _____

City: _____ State: _____ Zip Code: _____

6. Job Title: _____

7. Requested CPT Start Date: _____ Requested CPT End Date: _____

8. If you intend to work on CPT in a paid position, you will need a Social Security Number (SSN). If you do not have an SSN, ISS will provide you with a Social Security letter that you can take, along with your completed SSN application, to the Social Security Administration office for further processing.

Do you need a Social Security letter? Yes No

Statements of Understanding:

- I will only work between the start and end dates indicated on the third page of the CPT I-20. If I engage in employment prior to receiving my newly issued I-20 or work beyond the authorized end date, I will be in direct violation of the F-1 program and my SEVIS record will be subject to termination. This will result in loss of the CPT authorization and I will be required to exit the U.S. and reenter on a new form I-20.
- During the major semesters (fall and spring), I am not permitted to work on-campus in addition to working off-campus with my CPT authorization. During annual vacations (winter, spring and summer break), I am permitted to work on-campus full-time in addition to working off-campus with my CPT authorization.
- I will update my "Student Local Mailing" address in the Howdy Portal within 10 days of moving.
- I will stop working if there are any changes to my employer or any of my employment information, such as my address of employment, until ISS has updated my I-20.
- I will inform ISS in writing if my employment ends prior to the CPT authorization end date.
- The course credit for this CPT is an integral part of planned option for my degree as explained on page 1 of this form.
- I will be automatically enrolled in the Texas A&M System Health Insurance Plan unless I apply and am approved for a waiver by submitting proof of the employer provided health insurance. This must be done prior to the waiver deadline published on the ISS website. Please follow the submission instructions on the ISS website.
- If I will not enroll full-time during the CPT, either during a major semester (Fall or Spring) or during my graduating semester (including Summer), I will obtain full-time certification from the Office of the Registrar in order to maintain the full-time enrollment requirements of my F-1 student status. This request is initiated by my academic department.
- If I am a sponsored student, I will contact Sponsored Student Programs (SSP) at ssp@tamu.edu or 979-845-1824 and my sponsor to ensure that my application for CPT does not violate the conditions of my sponsorship.
- I understand that failure to follow F-1 regulations and the above statements could result in the termination of my F-1 status.

My signature confirms that the information provided on this form is true and accurate and that I read and understand the Statements of Understanding listed above.

Failure to comply with F-1 CPT policies could result in termination of my F-1 status.

Signature: _____ Date: _____

"State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."