

F-1 CURRICULAR PRACTICAL TRAINING

INSTRUCTIONS and 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, which is undertaken prior to the completion of studies. ***The training must either be a required part OR an integral part of the established curriculum and the student must receive academic credit for the employment.*** As an academic course, the period of employment should normally fall within the limits of a given academic term. Employment may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). However, if 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period. Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. Both failure to enroll in the specific course for which the CPT is approved and to complete the employment during the period of authorization will result in a violation of immigration status.

Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad. However, students that have finished all course requirements except for thesis, dissertation or equivalent may only participate in CPT if the employment is necessary to obtain data from the employment that will be published in and significantly contribute to the thesis, dissertation or equivalent.

Authorization

CPT is authorized by an international student advisor in the International Student & Scholar Services Office (ISSS). 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 Academic Advisor Recommendation Form*) to apply for CPT employment authorization is printed on the reverse side of this handout.

How to Apply

1. Complete Section A of the **Curricular Practical Training Academic Advisor Recommendation Form**. Have your academic advisor complete Section B. Engineering majors will also need to obtain the approval of the Associate Dean of the School of Engineering.
2. Schedule an appointment with an international student advisor in ISSS. Allow 30-60 minutes for the appointment. Take to the appointment your: (1) **completed Curricular Practical Training Academic Advisor Recommendation Form**, (2) current **I-20**, (3) **I-94** and (4) **passport**.
3. During the appointment, the ISSS advisor will verify your F-1 status and review the CPT Academic Advisor Recommendation Form to confirm that the employment meets the curricular requirements. If the ISSS advisor approves the CPT, the authorization will be submitted to SEVIS, which will result in the issuance of a new I-20 showing that you are authorized for this employment.
4. You will receive an e-mail (usually within 48 hours, excluding weekends) informing you that your new I-20 authorizing the CPT is ready for you to pick up in the ISSS office. Be sure to sign the Student Certification (I-20 Section #11) and let ISSS make a photocopy for your student file.
5. Employment may begin only after the ISSS advisor has authorized the CPT by endorsing your I-20. **The I-20 is the official document authorizing the Curricular Practical Training employment.**

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

F-1 CURRICULAR PRACTICAL TRAINING ACADEMIC ADVISOR RECOMMENDATION FORM

(please print or write clearly)

Section A: To be completed by Student:

Name exactly as it appears in passport:

1. _____
Family/surname Given name Middle name, if applicable
2. _____ 3. _____ 4. _____
KUID # E-Mail Phone Number(s) and Type

Section B: Recommendation to be completed by Academic Advisor:

IMPORTANT! ALL items must be completed. All fields below are required for approval.

1. Educational level (check one): Bachelor Master Doctorate
2. Major area of study _____
3. **Term** in which **ALL DEGREE** requirements are anticipated to be completed:
[] Fall 20____ [] Spring 20____ [] Summer 20____
[] Within the initial week(s) of _____ term 20____ before enrollment is required
4. Name of proposed employer _____
5. **FULL** Address of employment _____
(include street/city/state/zip) _____
6. Proposed employment start date __ / __ / ____ end date __ / __ / ____ (month/day/year)
7. Proposed number of hours to work per week _____
8. Academic credit will be awarded as follows:
Course number _____ Course title _____
Number of credit hours _____ Semester & year credit will be awarded _____

[Both failure to enroll in the specific course for which the CPT is approved and to complete the employment during the period of authorization will result in a violation of immigration status.]

CHECK ONE:

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

Please describe/verify as indicated above: _____

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

Academic advisor's signature: _____ Date: __ / __ / ____

Name printed: _____ Department: _____

Phone: _____ E-Mail: _____

If Engineering - Approval signature of Associate Dean: _____