

F-1 CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is a permission to work part-time or full-time (if mandatory) in a training position related to your field of study while you pursue your degree. The training must be an integral part of the established curriculum required for your degree. The following examples illustrate types of CPT that can be authorized:

- Employment related to a required internship.
- Work necessary to fulfill the requirements of a course with a practicum component.
- Research work necessary to complete a thesis doctoral dissertation.

CPT employment of *20 or fewer hours per week* is considered *part-time* and requires concurrent full-time course work. CPT employment of *more than 20 hours per week* is considered *full-time* and can only be considered if it is mandatory by the degree program that you are pursuing.

Please note: Students who are authorized for one year or more of full-time CPT are *ineligible* for Optional Practical Training (OPT). Part-time CPT does not affect eligibility for OPT.

Plan ahead. CPT must be authorized on your I-20 by a Designated School Official (DSO) at the Center for Global Engagement. **You may not begin working until you have received your work authorization on your SEVIS I-20.** (Even if the practicum/internship is required for the degree, you must get the authorization on your I-20 first to avoid being considered in violation of your F-1 status by USCIS.)

REQUIREMENTS:

To be eligible for Curricular Practical Training, you must:

1. Have been a full-time student for at least one academic year (9 months).
2. Have a valid, un-expired passport, I-94 card, and I-20.
3. Be currently enrolled full-time unless it is a semester break (summer session).
4. Be registered for a course that has a practicum component, that counts for academic credit (usually 3 credits), and that is listed in the Schedule of Classes, or Be ready to pursue an internship that has been approved by the academic department as an integral part of your program of study (as documented by written program or syllabus description).

TO APPLY FOR CPT:

1. Obtain the F-1 Curricular Practical Training Packet from the Center for Global Engagement.
2. Read all of the information in the packet carefully.
3. With your academic advisor's help, fill out the Academic Advisor's Recommendation for CPT Form.
4. Attach a copy of the written internship/practicum description from your school bulletin or course syllabus.
5. Return the packet to the Center for Global Engagement. Bring with you the following:
 - I-20
 - Passport and I-94 card
 - Academic Advisor's Recommendation for CPT form
 - Original job offer letter
 - Copy of internship/practicum description from school bulletin or course syllabus
 - Proof of registration for relevant course credit (where applicable)
 - Form I-538 completed (the top)
 - Valid proof of medical insurance
6. The DSO will evaluate the above forms and documents, and make an appropriate decision. If you are approved the DSO will update your record in SEVIS as being authorized for curricular practical training. The DSO will then print a copy of your SEVIS Form I-20 indicating that curricular practical training has been approved. The DSO must sign, date, and return the SEVIS Form I-20 to you prior to the commencement of your employment. You are eligible to start CPT only after receiving the endorsed I-20 from the DSO. You are eligible to work under CPT *only* for the employer and location specified, and *only* for the duration specified.

If you have any questions or concerns, contact:

Indiana State University

Center for Global Engagement

Gillum Hall Room 240

(812) 237-2440



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Center for Global Engagement

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Advisor's Recommendation for Curricular Practical Training

The information requested in this form is pursuant to U.S. Federal Regulations that govern Curricular Practical Training for F-1 students as per 214.2 (f)(10)(i). If you have questions regarding this form, please call the Center for Global Engagement (CGE).

Part I. To be completed by the student

Name:	ID#	Major area of study:
Name of prospective employer :		
Name/address of training supervisor:		
Location of employment:		
Dates of employment: From	To	Number of hours/week

Part II. To be completed by Academic Advisor

Referring to the goals and objectives of the position described in the job offer letter, please explain:

1. How the proposed employment is related to the student's field of study:

2. How the proposed employment is an integral part of the student's academic program:

Is the student in good academic standing within your department?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No. If no, please explain in a separate memo.
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The student will register for course number: _____ (Proof of registration is necessary)

Date the student will complete/has completed the degree program:	<input type="checkbox"/> Expected.	<input type="checkbox"/> Definite.	Date:
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Do you recommend the proposed curricular practical training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No. If no, please explain in a separate memo.
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Signature:	Name/ Title:	Date:
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Part III. To be completed by the Center for Global Engagement

Based on the information provided in the student's written job offer and the academic advisor's recommendation, I determine that the requested Curricular Practical Training: ☐ is recommended ☐ is not recommended

Signature:	Title:	Date:
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Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)	2. Date of birth:
3. Student admission number:	4. Date first granted F-1 or M-1 status:
5. Level of education being sought:	6. Student's major field of study:
7. Describe the proposed employment for practical training:	

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- ☐ Is taking a full course of study at this school, and the expected date of completion is: _____
- ☐ Is taking less than a full course of study at this school because: _____
- ☐ Completed the course of study at this school on (date): _____
- ☐ Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- ☐ A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- ☐ B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only

Microfilm Index Number:

(See instructions on reverse)

Instructions

A student seeking authorization for off-campus employment (F-1 only) or practical training (F-1 and M-1) must submit as supporting documentation to Form I-765, Application for Employment Authorization, a certification by the designated school official (DSO) of the school the student is attending or was last authorized to attend.

Certification by the DSO is required of all students (F-1 and M-1) seeking authorization for employment off campus or practical training, including required or optional curricular practical training.

The DSO must certify on Form I-538 that the proposed employment is directly related to the student's field of study.

Where to Submit Certification.

A copy of the DSO's certification must be mailed to: ACS Students/Schools (STSC) Section, P.O. Box 170, London, KY 40741. Overnight carrier deliveries must be sent to: ACS - INS, INS Students/Schools (STSC) Section, 1084 South Laurel Road, London, KY 40744.

All students requesting school certification must complete questions 1 through 6. Students requesting a recommendation for practical training must complete questions 7 and 8. Answers to questions 7 through 9 may be continued on this page, if needed.

Since the I-538 is used by the DSO for certification purposes, no fee is required for the submission of this form.

NOTE: M-1 students seeking extensions of stay must file a completed Form I-539, Application to Extend/Change Nonimmigrant Status, supported by a current Form I-20M-N, as appropriate. The I-539 application must be submitted to the INS service center that has jurisdiction over the student's residence.

Reporting Burden.

An agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it contains a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average 4 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Justice, Immigration and Naturalization Service, HQPDI, 425 I Street N.W., Room 4034, Washington, DC 20536; OMB No. 1115-0060.

DO NOT MAIL YOUR COMPLETED CERTIFICATION TO THIS ADDRESS.

Comments: _____

*F-1 Curricular Practical Training (CPT)
Application Checklist*

- ☐ I-20 issued to the student
- ☐ Passport
- ☐ I-94
- ☐ Approval from Academic Advisor
- ☐ Original copy of job offer letter
- ☐ Copy of internship/practicum description from school bulletin or course syllabus
- ☐ Proof of registration for relevant course credit
- ☐ Form I-538 with top completed
- ☐ Academic Record (Transcript)
- ☐ Valid Proof of Medical Insurance