

## General Information and Checklist for F-1 Students -- Curricular Practical Training --

**Curricular Practical Training (CPT)** is authorization for international students to receive further training that is directly related to their degree level and major. CPT is defined in the Code of Federal Regulations as: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school” [8 CFR § 214.2(f)(10)(i)]. The regulations state that CPT must be “an integral part of an established curriculum.” (i.e. degree plan). CPT includes internships, clinicals, student teaching, or off campus training. 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 of 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 the International Office. Any changes in the employment (i.e. employer, location, dates of employment) require a new CPT application. **The student cannot begin CPT until the authorization is noted on their I-20.**

CPT is available to students who are in F-1 status and have been in legal and full-time status for at least one academic year. It requires a job offer or letter from the prospective employer or off-campus sponsor.

CPT may be part time or full time. However, after spending a total of 12 months in full-time employment on CPT, a student will **NOT** be eligible to apply for the one-year period of Optional Practical Training (OPT). However, part-time employment on CPT does not affect OPT eligibility.

### Application Checklist:

*Once you have completed all requirements below, please make an appointment with the OISS.*

- Work with your academic advisor to complete CPT Department Form
- Obtain a letter of job offer (or cooperation agreement between company and HCU) from the employing company, written on company letterhead indicating:
  - a brief statement of the job assignment,
  - the beginning and ending dates of employment,
  - the number of working hours per week, and
  - the location of employment (street address, city, state, and zip code);
- Request a letter from the professor of your course requiring off-campus work experience. The letter should describe the need for off-campus employment and how it is an integral part of the academic studies. The professor must provide the course name and number (and academic semester) in which the student is enrolled. If the program does not have an internship course, then the professor or academic advisor must provide the course name and number for which the student will be obtaining credit. You must be registered in a course.

CPT must be authorized through SEVIS by a Designated School Official (DSO) in the OISS **BEFORE** a student can begin employment. The authorization is noted on page 2 of the student’s SEVIS Form I-20.