



Center for International Education

CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

WHAT IS CURRICULAR PRACTICAL TRAINING?

The U.S. Citizenship and Immigration Services, formerly INS, defines Curricular Practical Training (CPT) as employment/training which is an integral part of an established curriculum, including: “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).]

****Please note that the USCIS defines “employment” as any type of service for which a benefit, including academic credit, is received. Therefore, even if you will not be getting paid for your internship, you should obtain CPT authorization.**

TYPES OF EMPLOYMENT THAT QUALIFIES FOR CPT

The following guidelines must be followed when considering CPT. In order to be considered for Curricular Practical Training authorization, your proposed employment/training must satisfy the following conditions:

1. It is an internship, practicum or other type of employment/training that is required of all students in your degree program or is a necessary component of the “track” or field of study that you have chosen within your major. **The employment/training MUST be related to student’s field of study and appropriate to the student’s degree level.**
2. It is taken for credit toward the degree; a student wishing to be employed/trained under CPT must be registered for the appropriate course/credits during the term in which the employment/training will occur (including summer internships). **No retroactions will be permitted.**
3. The course you register for is an established part of an academic curriculum and therefore, is listed in the Nazareth College course catalog.
4. The employment/training will be evaluated by a faculty member at Nazareth College.

DO I NEED CPT IF I JUST WANT TO “VOLUNTEER”?

Maybe. Even if you want to “volunteer” at an off-campus location without receiving payment, you should have special off-campus authorization (CPT or OPT). Please speak to the Assistant Director in the Center for International Education to discuss which authorization is appropriate for your situation.

WHAT IF MY MAJOR DOES NOT OFFER AN INTERNSHIP, CO-OP OR PRACTICUM?

If your department/major does not offer an internship as part of the curriculum, then you may not be able to pursue this type of employment. Please be aware that CPT is directly linked to the curriculum of your

major and not every F-1 student at Nazareth will have the opportunity to utilize CPT. **CPT is not meant to be a convenient employment opportunity for international students. It must have a valid purpose in the student's program of study. If you are looking for employment opportunities you should consider OPT (which still must be related to your major field of study).**

FULL-TIME VS. PART-TIME

1. **Part-time Curricular Practical Training** – Employment for 20 hours or less is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in CPT, you must be simultaneously enrolled full-time during the fall and spring semesters in order to maintain lawful F-1 status.

2. **Full-time Curricular Practical Training** – Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT).

STUDENT ELIGIBILITY REQUIREMENTS FOR CPT

To be eligible for Curricular Practical Training, you must provide evidence, in addition to the conditions stated above, that:

1. You are currently in valid F-1 status AND
2. You have been in lawful status and a full-time student for at least one academic year (two semesters) AND
3. You have a job offer for an internship from a specific employer with established beginning and ending dates.

COURSE REGISTRATION GUIDELINES

1. You must maintain your full-time registration at Nazareth while you are on CPT, except during the summer when you are not required to be full-time.
2. You must register for the internship or independent study credits for your work experience.
3. CPT can only be authorized for the semester during which the credits are taken.
4. You may not engage in FULL-TIME CPT while school is in session, only during summer or winter break. If you must work FULL-TIME you need to apply for Off Campus Employment, but this is only in extreme circumstances. Please see the Assistant Director in the CIE for details.

HOW LONG DOES IT TAKE TO PROCESS THE CPT APPLICATION?

The CPT applications will be reviewed on a case-by-case basis. If CPT is approved, the Center for International Education will update your information into SEVIS (Student and Exchange Visitor Information System), and will print a new I-20, endorsed with your CPT authorization. There is no need to send anything to U.S.C.I.S. so the process should not take more than one week after your materials have been received.

WHEN CAN I START WORKING?

Curricular Practical Training authorization is only valid for the period between the beginning and ending dates endorsed on the form I-20. **Retroactive authorizations will not be granted.**

MAY I CHANGE EMPLOYERS WITH CPT AUTHORIZATION?

No, CPT (unlike OPT) is employer-specific. Separate applications for CPT are required if you want to work for different employers. Likewise, if you want to extend your CPT employment period, you will need to submit another application.

WHAT IF I WANT TO EXTEND MY INTERNSHIP AND MY CPT?

When authorized for CPT, you are permitted to work only from the specified beginning date through the specified ending date. If you need to extend your employment authorization, you will need to submit another CPT application. Please keep processing times in mind and submit your "extension" application in a timely manner.

APPLYING FOR CPT

To apply for Curricular Practical Training, submit the following to the Center for International Education office in the Golisano Academic Center (GAC) room 121:

1. CPT Student Request Form

2. A copy of the job offer letter you obtained from the employer. The job offer letter must be on company letterhead. *In the case of student teaching, a learning agreement with the school district is acceptable.

3. Employer verification Form (for all internships except student teaching).

4. Recommendation from supervising faculty member indicating that the specific internship is required for degree completion and is approved by the academic department.

Important points to remember:

- You are still required to register full-time if you are authorized for CPT.
- **You may begin CPT ONLY after you have received a SEVIS Form I-20 endorsed by the Director or Assistant Director of the Center for International Education for CPT.**
- Curricular Practical Training that exceeds 20 hours per week constitutes full-time CPT.
- The CPT application process must be completed prior to the student's first day of work.

Please contact the Center for International Education if you have any questions about the requirements for Curricular Practical Training.



Center for International Education

F-1 Student CPT Request Form

First Name: _____ Last Name: _____

Local Address: _____

Telephone Number: _____

Nazareth Student ID #: _____

Course Number: _____

General description of why the CPT is crucial to your major:

Position: _____

Employer/Site _____

Employer/Site
Address: _____

Start Date: _____ End Date: _____

I have read the information on Curricular Practical Training. I am aware that I am only allowed by USCIS regulations to accept curricular training with the employer/site and dates listed above once authorized by the Center for International Education. I am not allowed to change employers/sites or dates without expressed consent of the Center for International Education. I understand that I am required to maintain a full course load during the regular academic semester while on CPT (full or part time). I must maintain my F-1 status in order to continue eligibility for this CPT authorization. By signing this form, I acknowledge my understanding of my CPT and F-1 responsibilities.

Your signature Date

To be completed by Center for International Education:

Date authorized in SEVIS: _____ FULL TIME PART TIME

Date training to begin: _____ Date training to end: _____

Authorized Employer/Site: _____

PSDO/DSO Approval: _____



Center for International Education

**GUIDELINES FOR SUPERVISING FACULTY MEMBER'S
RECOMMENDATION FOR CPT**

Curricular Practical Training (CPT) is defined as training (an internship, practicum, student teaching, or other type of employment) which is directly related to the student's field of study, an established part of an academic curriculum and identified as such in the course catalog that is either required for the degree program or taken for credit toward the degree.

*CPT is required for all off-campus work where financial or credit compensation is provided. Volunteering does not require CPT.

TO BE COMPLETED BY THE SUPERVISING FACULTY MEMBER - NOT THE STUDENT

Faculty Member name and position: _____

Student Name: _____

Student ID Number: _____ **Major:** _____

Number of Credits: _____ **Semester of Registration:** _____

Course Name and Number: _____

Beginning Date of Training: _____ **Ending Date of Training:** _____

Site Name:

Site Address:

Title of Position:

Position Duties:

Evaluation Method/Grading Scale (e.g. written reports, journal, site visits, etc)

Signature of Supervising Faculty Member

Date Submitted



Center for International Education
Curricular Practical Training
~Information for Employers~

What is CPT?

Curricular Practical Training (CPT) is a work authorization granted to students in F-1 visa status. It is designed to enable students to apply knowledge and practice skills that are gained in their academic program and is most often used for internships. Training may be paid or unpaid and may take place anywhere in the US. CPT is granted in accordance with US immigration law by a Designated School Official (DSO) who has been authorized to do so by the federal government. The employer/site does not have to file any application with the Department of Labor or US Citizenship and Immigration Services to employ/train the student.

What does the employer/site have to do?

The employer/site needs only to extend the job or internship offer as they would with any other applicant and complete the Employer Verification Form. The student will provide you with the Employer Verification Form. This form will ask for specific information required by US immigration regulations such as number of hours per week, title, job responsibilities, and location of employment/training (street address). Many employers also offer students a letter of employment. Coordinating with the student's academic advisor, the DSO will authorize the CPT and give the student a document called a Form I-20 indicating the authorization. The CPT authorization is found on page 2 of the I-20 document and will bear an original signature of the DSO as well as the name and location of the employer/site and dates.

How long is the work authorization valid?

The period of validity is indicated on page 2 of the I-20.

What if I want to employ the student after his/her CPT work authorization expires?

If you wish to continue the employment after the initial period of CPT ends, you may discuss the option of extending the CPT with the student. During the Fall and Spring Semesters, the student may be authorized for a maximum of 20 hours per week of CPT; during official break periods (Summer Break, Winter Break), the student may be authorized for full time CPT employment (i.e. more than 20 hours per week). After the student graduates, he/she may be eligible for Optional Practical Training (OPT). OPT is granted directly by US Citizenship and Immigration Services and also requires no petition or application by the employer.

Can I have a legal citation from the law for more information on CPT?

Sure, take a look at 8 CFR 214.2 (f) (10) (i)

If you have any questions or concerns regarding the employment of international students, please do not hesitate to contact the Center for International Education at:

Nazareth College
Center for International Education
4245 East Avenue
Rochester, NY 14618
Tel. (585) 389-2371 Fax: (585) 389-2372



Center for International Education

EMPLOYER VERIFICATION FORM

To the student: Please complete the top portion and submit form to your prospective employer. Once completed, the form should be returned to the Assistant Director in the Center for International Education. *This form is not required for student teachers.

First Name: _____ Last Name: _____

Local Address: _____

Telephone Number: _____

Social Security # : _____

(If you do not have a Social Security card, you will need to speak to the International Student Advisor as soon as possible.)

Major: _____

I give permission for my prospective employer to complete the following information needed by the Center for International Education for authorization of Curricular Practical Training (CPT).

Your signature

Date

To prospective employer: Please complete the following information regarding the job offer for the above named student. The form can be return to the student or directly to the Center for International Education at the below address or fax number. Thank you.

Supervisor's Name: _____

Title: _____

Company: _____

Company Address: _____

Phone Number: _____

Number of hours expected per week: _____

Date employment to begin: _____ Date employment to end: _____

General Job Description of work student will be involved in that relates to major:

Your signature

Date

Please return to:
Assistant Director
Center for International Education
Nazareth College
4245 East Avenue
Rochester, NY 14618
Tel: (585) 389-2371 Fax: (585) 389-2372