

CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

WHAT IS CURRICULAR PRACTICAL TRAINING?

The U.S. Citizenship and Immigration Services 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 an “essential” component of 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 University course catalog.
4. The employment/training will be evaluated by a faculty member at Nazareth University.

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** – During the semester, part-time CPT is generally granted for 20 hours or less. 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 undergraduate student for **at least one academic year** (two semesters) or are a graduate student for whom this experience is required, AND
3. You have an official internship/practicum/clinical placement offer 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 except if it is a required part of your program (such as student teaching or required clinical placement experiences).

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:

1. CPT Student Request Form

2. Supervisor verification Form (Student teachers do not need this form – instead, please provide the learning agreement).

3. 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.

Nazareth University
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: _____

Major: _____

Number of Credits: ____ **Number of hours per week:** ____ **Semester of Registration:** FA / SP / SU

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

Nazareth University
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. The student will provide you with the Supervisor 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 internship director on campus, the DSO will authorize 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 University
Center for International Education
4245 East Avenue
Rochester, NY 14618
Tel. (585) 389-2371

Nazareth University
Center for International Education

Supervisor Verification Form

To the student: Please complete the top portion and submit form to your off-campus site supervisor. 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: _____

Major: _____

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

Your signature

Date

To Site Supervisor: Please complete the following information regarding the role of the above named student. This form can be return to the student or directly to the Center for International Education (address below). 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 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 University
4245 East Avenue
Rochester, NY 14618
Lbarnar4@naz.edu
Tel: (585) 389-2371