

Curricular Practical Training (CPT) Information

Eligibility:

- You are currently in valid (“*Active*”) F-1 student status.
- Failure to maintain academic integrity may disqualify a student from CPT eligibility and/or cause CPT to be cancelled at any time.
- You have been enrolled in full-time ***academic*** study for at least one academic year prior to applying.
- You must continue to be enrolled in a full course of study during the CPT (except during summer & winter breaks).
- The training must be an integral part of the established curriculum of your program of study, and/or directly related to your major area of study (degree program).
- **Combined** on-campus employment (including graduate assistantships) **and** CPT employment **must not exceed 20 hours per week aggregate** during the Fall and Spring Semesters: *weekly averaging is illegal*.
 - (For example: working 20 hours the 1st week, 5 hours the 2nd week, 15 hours the 3rd week, and 40 hours the 4th week to equal an average of 20 hours per week over the course of four weeks).

Please submit the following to OIS Room 209 for the processing of your CPT request:

1. Internship/Job Offer Letter AND Job Description from the employer as directed below:

- This letter must include the following information:
 - Job Title (this may simply be “Intern” if there is not a specific job title)
 - Job Description (describing the responsibilities and duties of the internship/job)
 - Start Date and End Date
 - Number of hours per week you will be expected to work (this cannot exceed 20 hours per week)
 - **Please note:** Full-Time CPT (up to 40 hours per week) can **only** be granted **1.** if a full-time internship is required for all students in your program of study as a degree requirement, **2.** during school breaks when classes are not in session, **or 3.** during the last semester of your program.
- This letter must be printed on company letter head (which must include the physical address of the company)
- This letter must be signed by an authorized representative
 - E-mailed employment confirmations **cannot** be accepted.
 - An updated offer letter is required each time CPT is renewed, even if you are renewing your authorization for the same internship/job.
 - CPT can only be authorized for one (1) semester at a time.

2. Written Statement from you

- The written statement should be at least one (1) type-written page with 1-inch margins using Times New Roman 12 point font.
- It should thoughtfully explain, in detail, how the internship/job is an integral part of the established curriculum of your program of study and/or directly related to your major area of study.
 - A new *Written Statement* is required each time CPT is renewed, even if you are renewing your authorization for the same internship/job.
- If you are applying for CPT as part of an internship course you are enrolled in, or will be enrolling in, your *Written Statement* should also include **1.**the course number of the internship course, **2.**the number of credit hours of the internship course, **3.**the semester you will be enrolled in the internship course, and **4.**the name of the faculty supervisor of your internship course.

3. Completed *CPT Authorization Form* (the reverse side of this page)

- This form must be signed by you **and** your academic department.
 - A new *CPT Authorization Form* is required each time CPT is renewed, even if you are renewing your authorization for the same internship/job.

- OIS processing of your **complete** CPT request may take **up to 2 business days**.
 - Please be sure to submit your *Internship/Job Offer Letter*, *Written Statement*, and completed *CPT Authorization Form* in a timely manner.
- Incomplete CPT requests **cannot** be processed.

Curricular Practical Training (CPT) Authorization Form

To be completed by the Student:

Student Name: _____ Park ID: _____
Last/Family Name First/Given Name

1. This internship/work experience will be coordinated with the following:

Business name: _____

Address: _____
Street City State Zip/Postal Code

Supervisor's Name and Phone #: _____

2. Start date: _____ End date: _____

3. Will the CPT be over 20 hours per week (over 20 hours per week is Full-Time)? * ☐ Yes ☐ No

*If YES, please include an explanation/justification for this in your **Written Statement**.

- I understand that the **combined** CPT hours **and** any on-campus employment hours cannot exceed 20 hours per week **aggregate** during the fall and spring semesters.
- I understand that averaging weekly work hours is illegal.
- I understand that I may **NOT** start working or training prior to receiving my new CPT-Authorizing Form I-20; doing so is considered unauthorized employment putting my F-1 status in jeopardy and putting me at risk for F-1 termination.
- I understand that I may **NOT** begin work prior to the **Start Date** and may not continue to work after the **End Date** that will be listed on page 2 of my new CPT-Authorizing Form I-20.

➤ Student Signature: _____ Date: _____

To be completed by the Academic Department:

- ❖ By signing this form, I verify that I have reviewed the internship/job description detailed in this student's offer letter, and that the responsibilities and duties of the position that are detailed in the offer letter are directly related to the student's program of study.
- ❖ I further verify that, by checking the **Approved** box, the practical experience gained by the student through the internship/job as described in the *Offer Letter* and *Written Statement* presented to me is an integral part of the established curriculum of the student's program of study through its enhancement of the student's educational experience and provision of practical training in the student's chosen field of study.
- ❖ I understand that I may **Deny** the student's request for CPT if I determine that the internship/job is *not* an integral part of the established curriculum **and/or** is *not* directly related to the student's chosen field of study.

☐ APPROVED ☐ DENIED Date: _____

Printed Name: _____ Signature: _____

Department: _____ Job Title: _____

This completed form should be submitted to ISAS, even if the CPT request is DENIED by the Academic Department.

This box for OIS staff use only

SEVIS ID: N00 _____

➤ Initial and date the lines below

Received: Job Offer Letter: _____ Written Statement: _____

CPT Application *Complete* & Forwarded to DSO: _____

Request Approved? ☐ Yes ☐ No DSO Initials & Date: _____

If NO, please explain: _____

- Take 1) this form, 2) job offer letter, 3) written statement, and 4) copies of pages 1 & 3 of CPT I-20 to Scanning when completed

Date Stamp and Initial in the box below

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