CURRICULAR PRACTICAL TRAINING (CPT)

Off-Campus Employment Authorization for F-1 Students
Please carefully read all of the instructions thoroughly!

Curricular Practical Training (CPT) is authorized off-campus employment for a student maintaining an F-1 visa. The student must have been lawfully enrolled on a full-time basis for at least a full academic year and secured a training position that is an integral part of the school's established curriculum. CPT is defined to be alternative work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

ELIGIBILITY:

You must have CPT on your I-20 (authorized by your Designated School Official) prior to beginning employment, and cannot work beyond the end date of authorization listed on your I-20. Working without employment authorization is a violation of visa status and will result in a student losing legal status in the United States. Additionally, Park University requires students to be in good academic standing.

APPLICATION CHECKLIST

☐ Recommendation form (attached on page 2).

☐ Letter from the employer ON COMPANY LETTERHEAD indicating name of employer, address where you will be working, job duties, start date of employment, and end date of employment (if applicable).

☐ PDF or printed/scanned copy of Core Learning Outcomes (CLOs) for course used in CPT form with relevant CLOs highlighted; if highlights are not included, it will not be accepted

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APPLICATION PROCESS

1. Meet federal requirements for CPT employment.
2. Secure job offer letter from an employer with job duties directly related to your field of study for your major.

   If job duties are not included on the offer letter, make sure to send a PDF copy of the job description.

3. Fill out CPT form and send it along with job offer letter (and job description if needed) to the international office. Be sure to attach the CLOs with integrated CLOs highlighted. Note: If you will require SSN documents (if this is your first employment in the US) please notify the DSO when you email your form and offer letter.

4. International office will then have your CPT reviewed by your program director, program coordinator, or department chair to ensure it is integral to the established curriculum of the class.

5. If approved, international office will add CPT authorization to your I-20 and email it to you.

APPLICATION DEADLINE

CPT must be submitted no later than 2 weeks prior to the anticipated start date of the CPT. If it is your first employment in the US, we strongly encourage you to submit your CPT one month in advance of the anticipated start date to allow for time to apply for your SSN.

6. Once the CPT has concluded, all students must submit a reflection essay 1-2 pages double spaced reflecting on their experience. This essay must be submitted to the international office within 2 weeks of the conclusion of the CPT.

Park University Mission and Vision

MISSION

Park University offers access to a transformative education that equips learners to realize their individual purpose, navigate their professional journeys, and thrive through purposeful work.

VISION

Park University will be nationally recognized for a distinctive model that integrates students' real lives into the classroom, prioritizes real learning through career-integrated pathways, and equips students to drive real impact in their communities.

ADDITIONAL CONSIDERATION:
Employment authorization for CPT must not occur after completion of studies and cannot delay the student's expected completion of studies date. Students seeking employment post-completion may apply for post-completion Optional Practical Training (OPT).

CPT is processed and authorized based on course integration reviewed by faculty. Students are responsible for knowing their authorization dates and not exceeding those dates. CPT is authorized with the understanding that the student will complete the indicated course; failure to do so may result in termination of your SEVIS record for unauthorized employment.

Due to the integral nature of CPT, authorization may only be granted during the semester in which the course is taken. Students pursuing summer CPT must enroll into a Summer course and authorization dates may not exceed semester dates for the Summer term.

Recommendation for Off-Campus Employment (CPT)

TO BE COMPLETED BY THE STUDENT

First Name | Last Name | Student ID

Email address | Phone Number

Academic Department

Degree Level

☐ Bachelor ☐ Master

Prospective Employer Name (NOTE: company name, not an individual person)

Prospective Employer Address NOTE: Must include Zip Code or CPT will be denied

Start/End Dates of Employment: Format must be MM/DD/YY – MM/DD/YY, cannot exceed semester end date | Hours per Week

In what current or upcoming course will the student enroll to integrate the work experience? (please answer all questions)

Course Name | Course Number | Credit Hours | Instructor

Is the course above required for the student's course of study? (or optional) ☐ Required ☐ Optional

Is the course above an integral part of the student's major of study? Yes ◯ No ◯

What term of study will the student be enrolled in this course (e.g. Spring 1 2025, Fall 2025;
Enrollment must be concurrent with employment and cannot tie to an already completed course) NOTE: Do not just put "yes"

How will this employment relate to your course? Note: You must include 2-3 sentences in this box, and you must attach your class CLOs with the relevant CLOs highlighted. If you cannot fill in the box below, please include your explanation in a separate attachment (PDF or Word document)

***Written authorization for employment based on Curricular Practical Training must be received prior to beginning employment. Working without employment authorization is a violation of visa status and results in a student losing legal status in the United States.**

TO BE COMPLETED BY THE PROGRAM DIRECTOR

Please note: In order for a student to be eligible for Curricular Practical Training, the employment must be integral to a course that is offered in a student's major field of study, be listed in the bulletin of course offerings, and have a faculty member assigned to teach the course.

I recommend that this student begranted authorization for CPT.

Advisor's Name | Signature | Date

Department | Phone | Email