



## **CURRICULAR PRACTICAL TRAINING (CPT) Off-Campus Employment Authorization for F-1 Students**

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.

### **ELIGIBILITY:**

You must have CPT on your I-20 (authorized by your Designated School Official) prior to beginning employment. Working without employment authorization is a violation of visa status and may result in a student losing legal status in the United States.

### **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), which is a separate process.

### **APPLICATION CHECKLIST**

- Recommendation form (attached).
- Letter from the employer indicating name of employer, address where you will be working, Job duties, and beginning and ending dates of employment.

### **APPLICATION PROCESS**

1. Meet federal requirements for CPT employment.
2. Secure job offer letter from an employer with job duties related to your field of study for your major.
3. Fill out CPT form and send it along with job offer letter to the international office. Note: If you will require SSN documents (if this is your first employment in the US) please also submit a Letter Request Form.
4. International office will then have your CPT reviewed by your program director.
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.

# Recommendation for Off-Campus Employment (CPT)

## TO BE COMPLETED BY THE STUDENT

First Name	Last Name	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address	Phone Number
<input type="text"/>	<input type="text"/>

Academic Department	Degree Level
<input type="text"/>	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate

Prospective Employer Name

Prospective Employer Address

Proposed Start and End Dates of Employment (MM/DD/YYYY – MM/DD/YYYY)	Hours per Week
<input type="text"/>	<input type="text"/>

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

Course Name	Course Number	Credit Hours	Instructor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 course of study?  Yes  No

Semester student will be enrolled in this course (Enrollment must be concurrent with employment and cannot tie to an already completed course)

Fall 20  Spring 20  Summer 20

How will this employment relate to your course?

\*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 mandatory for 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 be granted authorization for CPT.

Advisor's Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Department	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>