



## 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.

#### 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.

#### 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 term by term. Students are responsible for knowing their authorization dates and submitting renewal paperwork as needed.

#### APPLICATION CHECKLIST

- Recommendation form (attached on page 2).
- Letter from the employer indicating name of employer, address where you will be working, Job duties, and beginning and ending dates of employment.
- PDF or printed/scanned copy of Core Learning Outcomes (CLOs) for course used in CPT form with relevant CLOs highlighted

#### 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.  
If job duties are not included on the offer letter, make sure to save a 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.
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

Email address

Phone Number

Academic Department

Degree Level

Bachelor  Master  Doctorate

Prospective Employer Name

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?

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

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 be granted authorization for CPT.

Advisor's Name

Signature

Date

Department

Phone

Email