

# Curricular Practical Training (CPT) F-1 Employment Authorization



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The Regulations state that Curricular Practical Training (CPT) must be “an integral part of an established curriculum.” Curricular Practical Training is defined as “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 C.F.R. § 214.2 (f)(10)(i)

## Requirements

- An F-1 student must have been “lawfully enrolled on a full-time basis in a Service-approved university for one full academic year” to be eligible for CPT.
- Students may engage in CPT only for the specific employer, location and period approved and recorded by the P/DSO in SEVIS.
- Can be approved for part-time (20 hours or less) or full-time (over 20 hours).
- Must be an integral part of an established curriculum, in the student’s course of study.
- Must have an offer of employment from an employer offering work that qualifies as curricular practical training.
- Must receive written authorization from P/DSO who records authorization in SEVIS and issued SEVIS I-20 with notation, before work begins. USCIS approval is not required.
- Must continue to maintain a full course of study in F-1 status during the period of employment.

## Procedures to apply for CPT

Student needs to submit the following documents to the International Student Advisor:

- Original Form I-20
- A signed letter on official letterhead from the employer describing exactly the terms, the place and the duration (beginning and ending date) of proposed CPT.
- A letter from Academic Advisor and /or supervising instructor addressed to the International Student Advisor (a sample letter is available upon request).

## NOTE:

Students are not allowed to begin a CPT without the written authorization from the International Student Advisor.