

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular practical training (CPT) is defined in the F-1 regulations as: “an integral part of an established curriculum. Curricular practical training 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.” CFR214.2(f)(10)(i)

ELIGIBILITY

In order to be eligible for CPT and to receive authorization through the Office of International Engagement, a student must meet the following conditions:

- Undergraduate students - have been maintaining F-1 status for a minimum of 9 months (2 semesters). Graduate students - may apply for CPT from the beginning of their studies under certain circumstances. Students in the Intensive English Program are not eligible for CPT.
- Be in the process of completing his/her program of study. Students who have completed their studies must apply for optional practical training (OPT) if they wish to work/train.
- Be enrolled in a course for which work/training authorization is an essential part of the curriculum.

REQUIREMENTS FOR CPT

The CPT must be an essential part of an established curriculum* and meet one of the following requirements:

- The training is a required part of the degree program (such as a required practicum) for which they may or may not receive course credit; OR
- The student will receive course credit for the employment as an internship or special problems course*; OR
- The employment is offered through a cooperative agreement between UCA and the employer.
(International Engagement must have a copy of the cooperative agreement on file.)

*Established curriculum means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training.

PROCEDURE FOR APPLYING FOR CPT

1. The student must read and sign the “Request for Curricular Practical Training” form.
2. Request that his/her adviser complete the “Advisor Recommendation for CPT” form.
3. Register for required course credit.
4. Provide a copy of the course syllabus indicating employment is an essential component of the course.
5. Offer letter or contract from company/training facility.
6. Bring/send all documentation to the Office of International Engagement to request endorsement on the student’s I-20 giving authorization for CPT. **You may not begin work/training until you have received this authorization.**

REMEMBER:

- CPT is authorized for a specific company/training facility for a specific length of time.
- Work/training may begin on the first day of classes for the semester and end on the last day of classes (end date may be extended under special circumstances.)
- In the Fall and Spring semesters, students may not work/train more than 20 hours per week (combined CPT and on-campus employment). In Summer, students may have full time CPT if not enrolled in other courses.
- Use of CPT does not disqualify a student from OPT (work authorization after graduation) unless the CPT is for 12 months or more of full-time CPT.

STUDENT CURRICULAR PRACTICAL TRAINING REQUEST

To be completed by the student.

Family Name: _____ First Name: _____

UCA ID#: _____ Major: _____

Level of study: ___ Undergraduate ___ Graduate ___ Ed.D./Ph.D.

Expected date of graduation: _____

Read the following statements CAREFULLY before signing below. If you have questions or do not completely understand any of these statements, check with a designated school official in the Office of International Engagement before signing. **Your signature indicates that you understand and agree to the statements below.**

- I understand that the proposed work/training must be an “integral part of an established curriculum” which means it must be required for my major; be required for course credit; or is offered under a contractual agreement between the employer and UCA Cooperative Education.
- I understand that I may not begin work/training under Curricular Practical Training until I have a new I-20 from the Office of International Engagement which indicates I have authorization for CPT for the current company/training facility and the current dates of work/training.
- I understand that I may only work/train during the period indicated on my I-20, and that I may not begin prior to the start date on my I-20 or continue later than the end date on my I-20. If I wish to continue work/training, I understand I must reapply for CPT authorization and work/train only if and when I have obtained a NEW I-20 showing a new period of authorization.
- I understand that I may work/train only for the company/facility named on my I-20 in the CPT authorization. If I wish to change the company/facility, I must obtain a new CPT authorization.
- I understand that I must register for the relevant academic credit as indicated by my advisor. If I withdraw from the course, I will be in violation of my non-immigrant student status and my work/training will be considered “unauthorized.”
- I understand that if I am authorized for Part Time CPT, I must maintain a normal full course of study (in Fall and Spring semesters) and may not exceed 20 hours work in any week during the period of the Part Time authorization.
- I understand that I may enroll in Full Time CPT in Fall, Spring or Summer if I am only taking the course(s) related to CPT. Full Time CPT is any work/training over 20 hours per week.
- **I have read and understand all instructions and guidelines regarding CPT. I understand that it is my responsibility to actively maintain my non-immigrant status, including limiting myself only to work/training which is specifically permitted by immigration regulations.**

SIGNATURE: _____ DATE: _____

**CURRICULAR PRACTICAL TRAINING
ADVISER RECOMMENDATION
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STUDENT INFORMATION:

Student Name: _____ UCA ID#: _____

Major: _____ Expected graduation date: _____

ACADEMIC ADVISER INFORMATION:

The international student named above would like to apply for work/training authorization under Curricular Practical Training (CPT). In order to be eligible for this authorization, the student must:

1. have been enrolled full time for at least 2 academic semesters (9 months) and be maintaining their F-1 immigration status or be a graduate student exempt from the 9 month requirement; and
2. be enrolled in a program of student in which the practical training is an integral part of an established curriculum so that the work/training:
 - is required of all students in that program of study; or
 - is required for a particular course; or
 - is offered under a cooperative agreement between UCA and the employer.
3. Complete the CPT prior to completion of all requirements of their program of study.

To determine the student's eligibility for CPT, please provide the following information:

Internship Requirement (please select the appropriate option):

- _____ The student is enrolled in a degree program which requires all students to complete an internship/practicum/clinical rotation. (This requirement must be listed in the university catalog.)
- _____ The student is enrolled in a course for which the student will receive degree credit and the employment is an essential element. (**Provide copy of course syllabus.**)
Course Number: _____ Course Name: _____
Semester Offered: _____ Name of Instructor: _____
- _____ The student is participating in a cooperative education opportunity between UCA and the employer.
Semester Offered: _____ Name of Instructor: _____

ADVISOR INFORMATION

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EMPLOYER INFORMATION:

Please attach a letter(s) on official letterhead from the company(ies) or training provider(s) that includes the following information:

- Name of the company or training facility
- Physical address of the company or training facility (no P. O. Box addresses)
- Name and email of work/training supervisor
- Beginning date of work/training
- Ending date of work/training*
- Number of hours per week
- Description of the work/training activities as they relate to the student's major

ADVISOR AUTHORIZATION:

Adviser's Name: _____ Department: _____

Adviser's Telephone: _____ Adviser's Email: _____

Signature _____ Date signed: _____

*end date may not be any later than the student's I-20 program end date or the first day of the next term whichever is earlier

To be completed by the Office of International Engagement

Date of approval _____ Date I-20 Issued: _____

Date Recorded in SEVIS: _____ DSO Name: _____

DSO Signature: _____