



THIS IS A FILLABLE PDF FORM

F-1 Curricular Practical Training Authorization Request (rev. 2017-07-20)

STEP ONE: Completed by Student

Name: _____ UID: _____
Major: _____ Phone: _____
Degree Level (Check One): [] BA/BS [] MA/MS [] JD [] PhD/EdD UO Email: _____
Training Site (Company) Name: _____
Training Site Address: _____
CPT Requested From (Start) _____ to _____ No. of Hours / Week: _____
I understand that I cannot start my curricular practical training until I have received a new I-20 authorizing me for CPT.
Signature: _____ Date: _____

STEP TWO: Completed by Student's Academic Advisor or Internship Coordinator / Instructor

The above F-1 international student is requesting authorization from ISSS for training that integral to his/her curriculum. The training may take the form of an internship, practicum, fieldwork, or other required or elective experiential learning opportunity. In order to approve the training, ISSS requires that an faculty or academic advisor review the proposed training and confirm the training relates to the student's curriculum in one of the following ways (check one):
[] The proposed training fulfills a mandatory internship, practicum, or fieldwork requirement for all students enrolled in the student's degree program. Available to students in graduate degree programs only. First year internships permitted only if specifically required by the curriculum of the program.
[] The proposed training satisfies the requirements of an internship, practicum, or fieldwork course (e.g., 404- or 604-level course). Registration for credits is mandatory (complete section below). Credits must count toward fulfillment of student's degree requirements.
[] The proposed training is integral to the completion of a required master's thesis, master's integrative or final project, or doctoral dissertation. Doctoral students must be at candidacy. Advisor: You must attach a detailed letter explaining how the training is integral to the completion of the thesis, final project, or dissertation.
Indicate internship or practicum course number / title (if applicable):
Course Number: _____ Course Title: _____
Number of Credits: _____ for: [] Fall [] Winter [] Spring [] Summer AY 20____ - 20____
(Check any applicable terms for which internship credits will be required)
Advisor's signature _____ Date _____
Advisor's name _____ Email _____
Department: _____

STEP THREE: Register for internship credits (if necessary) and bring the following to ISSS

Register for internship credits (if necessary) and bring the following documents to ISSS at least five days before your CPT position starts. An international student advisor will review the request. If approved, you will receive a new CPT I-20.
(1) This CPT Authorization Request Form (Steps One and Two must be completed)
(2) Copy of internship / job offer letter from CPT employer



F-1 CURRICULAR PRACTICAL TRAINING (CPT) INFORMATION SHEET

Introduction to CPT

F-1 curricular practical training is temporary authorization for off-campus employment that is directly related to a student's academic program. It allows an F-1 student to accept a training position that fulfills either an internship or practicum requirement or provides elective internship or practicum credit. CPT is usually done on a part-time basis (up to 20 hours per week) while school is in session, but can be done on a full-time basis (over 20 hours per week) during vacation terms and break periods.

Types of CPT

There are three kinds of CPT:

1. Authorization for an internship, practicum, or fieldwork experience that fulfills a **mandatory degree requirement** for all students in the student's degree program – registration for credit will depend on the academic program's guidelines for fulfilling the internship or practicum requirements.
2. Authorization for an internship, practicum, or fieldwork experience that provides **elective internship credit** – registration in an internship, practicum, or fieldwork course is required. *Registration in independent study credits or for course credits not intended for experiential learning is not acceptable for CPT.*
3. Authorization for work experience needed for completion of a **required master's thesis / final project or doctoral dissertation** – a detailed letter of explanation from an academic advisor that explains how the work experience will help to fulfill the thesis / dissertation requirement is required. The work experience must be connected to the thesis / dissertation and not just academically related.

CPT cannot be authorized on any basis except for one of the three categories listed above. Students who do not qualify for CPT may speak to an international student advisor about pre-completion OPT.

Eligibility for CPT

CPT is available to F-1 students in good academic standing who have completed at least three quarters (or two semesters for semester-based programs) of full-time study prior to starting CPT. Students who have completed all degree requirements are no longer eligible for CPT.

Effect of CPT on OPT Eligibility

Students who engage in one year (12 months) of full-time CPT are not eligible for Optional Practical Training (OPT). However, part-time CPT (or full-time CPT of less than 12 months) has no impact on OPT eligibility.

Starting and Extending CPT

F-1 students should request CPT authorization BEFORE beginning paid employment; otherwise the employment may be considered unauthorized. CPT authorizations based on internship or practicum course credits are authorized on a term-by-term basis. It is the responsibility of the student to request extensions of CPT authorizations.

Changes in Employment

CPT authorizations are for specific dates, employers, and locations. Changes in employment must be authorized by an international student advisor in the Office of International Affairs in advance.

Social Security Number Eligibility

F-1 students authorized for CPT may be eligible to apply for a Social Security Number (SSN). Once approved for CPT, take your passport, CPT I-20, and I-94 admission record (printout from <https://i94.cbp.dhs.gov>) to a local Social Security office, or speak to an international student advisor for more information.