F-1 CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION REQUEST

STEP 1

1. Attend an Employment workshop or consult with an International Student Advisor before submitting this request. Also, discuss degree-related employment options with your academic advisor.

2. Obtain a job offer letter. CPT is employment in your field of study that is “integral to the established curriculum” of your degree program. The job offer letter must include the following information on the employer’s letterhead:
   a. Your job title and description of duties.
   b. Beginning and ending dates of employment (maximum one year).
   c. Number of hours per week.
   d. Employment address, including ZIP code.
   e. Employer EIN # ________________ (if you do not have a SS#)

3. Obtain approval from your academic department. (Advisor or instructor must complete section B.)

4. Enroll in the internship, field work or practicum course (for credit if not required for your degree).

5. Complete this form and submit with job offer letter to OISS for processing.

STEP 2

Bring all required documents at least 14 working days prior to your anticipated employment start date.

A. TO BE COMPLETED BY THE STUDENT (Please print clearly)

Name: ___________________________________________ ID#: T______________________________
Department: ______________________________________ E-mail:______________________________
Program: _________________________________________ Degree Level: _______________________

1. I am requesting:  
   - Full-time curricular practical training (More than 20 hours per week) ***
   - Part-time curricular practical training (20 hours per week or less) ***

   College teaching is calculated at 10 hours per week per course.

   NOTE: If you are authorized for an aggregate of 12 months or more of FULL-TIME curricular practical training within one degree program, you will lose your eligibility for any further Optional Practical Training (OPT) related to that degree. Speak to an advisor at OISS for more information.

2. I would like to work from ____________ (start date) to ____________ (end date). [One year maximum]
   - Authorization is granted on a semester-by-semester basis, even if the proposed training is more than one semester. Student must re-apply each term.
   - Proof of course registration in an approved course must be submitted to OISS each semester.

3. The proposed training is for (check one):
   - An internship, fieldwork, or practicum course for _____ credit(s) for each of the following term(s):
     ___Spring 201__  ___Summer A 201__  ___Summer B 201__  ___Fall 201__
     You must indicate the course number and name here:

   NOTE: Curricular Practical Training may NOT be authorized for independent study but must be for a course specifically intended for internship, practicum or fieldwork experience.

   - Non-credit / zero-credit internship assignment required for all degree candidates in your program, as published in the TC bulletin.

   - Doctoral candidates only: for site-specific dissertation research. For doctoral candidates who have completed all coursework requirements and are engaged in dissertation research at an off-campus location. Registration for Doctoral Seminar or Doctoral Advisement 8900 is required.
B. TO BE COMPLETED BY THE FACULTY ADVISOR

This form is being presented by an F-1 international student who is seeking authorization from the Office of International Student Services to accept paid off-campus employment under the terms of Curricular Practical Training (CPT). CPT allows an F-1 student to accept an employment offer if the employment is “integral to the established curriculum” of the student’s degree program. That is, the employment must satisfy the requirements of one of the following curricular options:

A. An elective or required internship, fieldwork, or practicum course. If elective, it must be taken for credit. Course registration must be concurrent with the dates of employment.
B. An internship assignment required of all degree candidates and necessary for completion of the degree.
C. (For doctoral candidates only). Research necessary for the completion of the dissertation.

In order to grant authorization, the Office of International Student Services first requires the approval of the student’s faculty advisor or course instructor. **Please review the proposed employment letter presented by the student.** If the employment satisfies the requirements for one of the above, please complete the form below and/or attach a separate letter regarding the student’s request.

- [ ] I verify that the student is currently in good academic standing and is making normal progress toward the degree. Expected degree completion date: ______________

- [ ] I verify that I have reviewed the proposed employment (including the job description and number of proposed hours), and it meets the requirements for one of the following:

  - [ ] **Internship, fieldwork, or practicum course.** Registration authorized for ____ credit(s) for each of the following terms:
    - [ ] Spring 201__
    - [ ] Summer A 201__
    - [ ] Summer B 201__
    - [ ] Fall 201__

    Course Number and Name: ______________________________________________________

  - [ ] **Internship requirement** for all candidates in the student’s degree program.

  - [ ] **Research** necessary for completion of the dissertation (for doctoral students only).

  Please attach a separate letter indicating the nature of the student’s dissertation research and how the proposed employment is necessary for completion of the dissertation.

Faculty Advisor’s Signature ____________________________ Date ____________________________

Faculty Advisor’s Name (Please print) ____________________________ E-mail ____________________________

---

**REMEMBER TO STUDENTS**

You may **NOT** begin employment until it has been approved and OIS has issued a new I-20 for CPT.

You may **ONLY** work during the period authorized on page 3 of the I-20.

You must reapply and be authorized for each and every term. (Fall, Spring, SumA, SumB)

A new CPT application must be submitted to OIS to change or add an employer.

Student Signature ____________________________ Date ____________________________