F-1 CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION

Please allow **FOURTEEN** business days for the I-20 form to be processed. Read through the instructions below carefully and submit a complete CPT application to the Office of International Services (OIS) as instructed below.

CPT Instructions for Students

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 or Program Faculty.

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

   *Note: If you do not have a Social Security number the job offer letter should state the employer’s EIN number. If you have inquiries regarding the employer’s EIN number or what the employer’s EIN number is be sure to contact your employer directly regarding this.*

3. **Master’s student: Submit an advisor/ faculty signed Degree Audit from.**
   **Doctoral student: Obtain the Academic Program Plan with advisor signature and date.**

4. **Obtain approval from your academic department or your Faculty/Academic Advisor for your course registration.** Be sure to bring the information in 2 and 3 above with you when you meet your academic department or Faculty/Academic Advisor. (Faculty/Academic Advisor must complete **PART II**)

5. **Enroll in the internship, fieldwork, practicum, or student teaching course.** Authorization is granted on a term by term basis even if the proposed CPT is more than one term. The student must re-apply for CPT authorization each term.

6. **Complete this form and submit it with the job offer letter and the signed Degree Audit or signed Academic Program Plan to OIS for processing.**

**NOTES to Students:** Once you have enrolled full-time bring all required documents to OIS at least **FOURTEEN** business days prior to your anticipated employment start date.

- You will need to submit a new CPT request for every new employment position offered or for a change in employment.
- CPT may NOT be authorized for independent study but must be for a course specifically intended for internship, practicum, fieldwork, or student teaching experience.
- Non-credit/zero-credit assignment required for all degree candidates in your program must be published in the TC Academic Catalog.
- Please note that you will not be able to begin employment until your CPT has been approved and OIS has issued a new I-20 for CPT.
- Once you receive the new I-20 with CPT information, check the approval dates of the CPT. You may only work during the period authorized for CPT on page 2 of the I-20.
- If you are authorized for an aggregate of 12 months or more of **FULL-TIME Curricular Practical Training (CPT)** 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 OIS for more information.
- If you have any additional inquiries regarding the internship, fieldwork, practicum, or student teaching course please refer to the academic catalog or your academic department Director of Academic Administration (DAA) or program coordinator.
PART I. TO BE COMPLETED BY THE STUDENT (Please print clearly) Once you have enrolled full time, bring all required documents to the OIS at least FOURTEEN business days prior to your anticipated employment start date.

Name: ___________________________________________ TC ID#: T__________________ UNI: ________________

Department: ______________________________________ E-mail:__________________________________________

Program: _________________________________________ Degree Level: ____________________________________

Faculty/Academic Advisor Name: _______________________________________________________

Faculty/Academic Advisor Email: _______________________________________________________

1. I am requesting: (check one)

[ ] 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.

2. I would like to work from: 
   ____________________(start date MM/DD/YYYY) to _____________ (end date MM/DD/YYYY)

3. I am requesting CPT: (check one)

[ ] To fulfill an elective or breadth course requirement.
   I have registered for Course Number: ___________
   Course Name:_________________________ for ______credit(s) for the following term(s) (check if applicable):
   ___Spring 201__ ___Summer A 201__ ___Summer B 201__ ___Fall 201__
   Name of Course Instructor: ___________________________

[ ] To fulfill a degree requirement in (check one):
   __Applied Behavior Analysis (MA/PhD/EdD)       __Counseling Psychology (PhD)
   __Arts Administration (MA)                    __School Psychology (ME)
   __Instructional Practice in Special Education (ME)    __Clinical Psychology (PhD)
   I have registered for Course Number: ___________
   Course Name:_________________________ for ______credit(s) for the following term(s) (check if applicable):
   ___Spring 201__ ___Summer A 201__ ___Summer B 201__ ___Fall 201__
   Name of Course Instructor: ___________________________

REMINDER (STUDENT INITIALS REQUIRED NEXT TO EACH STATEMENT BELOW)

State Initials Below:

_____ I understand I WILL NOT begin employment until CPT is approved and I receive a new TC I-20 for CPT.

_____ I understand I can ONLY work during the period authorized for CPT on page 2 of the TC I-20.

_____ I understand I will need to re-apply each term and be authorized for CPT every term (Fall, Spring, SumA, SumB)

_____ I understand a new CPT application must be submitted to OIS to change or add an employer.

Student’s Signature _____________________________________________ Date __________________
PART II. TO BE COMPLETED BY THE FACULTY/Academic Advisor (Please print clearly)

This form is being presented by an F-1 international student who is seeking authorization from the Office of International 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. The credit taken must count toward the program degree requirements for the student’s degree. The course must be listed on the Degree Audit Form. That is, the employment must satisfy the requirements of one of the following curricular options:

A. Course credit. An elective or required internship, fieldwork, practicum, or student teaching course within a degree program. If it is an elective, it must be taken for credit. Course registration must be concurrent with the dates of employment.

B. Degree requirement. An assignment required of all degree candidates and necessary for completion of the degree.

In order to be eligible for CPT the student’s faculty advisor or course instructor must first review the CPT request. Please review the proposed employment letter presented by the student. If the employment satisfies the requirements for one of the above please recommend and complete the information below:

☐ 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:

☐ To fulfill an elective or breadth course requirement in internship, fieldwork, practicum or student teaching. Registration authorized for ____ credit(s) for each of the following terms:
   _____ Spring 201__  _____ Summer A 201__  _____Summer B 201__  _____ Fall 201__

☐ The Internship, fieldwork, practicum or student teaching course is a core course required for all candidates to receive the program degree. Registration authorized for ____ credit(s) for each of the following terms:
   _____ Spring 201__  _____ Summer A 201__  _____Summer B 201__  _____ Fall 201__

Course Number: ______________ Course Name: ______________________________

___________________________________________  __________________________
Faculty Advisor’s Signature    Date

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