

## **Steps on How to Apply for CPT**

1. Print this CPT application packet. CPT authorization takes 1 week for the International Student Advisor to process and requires several documents that may take you time to compile.
2. Obtain an offer of employment on company letterhead from your employer. Check the information in the CPT packet for details about the information that needs to be included in the offer letter.
3. Meet with your Program Manager to discuss your CPT plans in detail to make sure she/he believes the training is integral to your curriculum. The Program Manager will need to issue a letter supporting the internship/field experience and may also help you register for the CPT credit hour.
4. Schedule an appointment to meet with your International Student Advisor after you've gathered all of the required documents from steps 2 & 3.
5. The International Student Advisor will review the documentation. If all requirements are met, the advisor will approve your CPT and create a new I-20 showing the CPT approval. You will receive an e-mail once your CPT I-20 is ready. No work, paid or unpaid, may take place until your CPT I-20 is printed and both you and the International Student Advisor sign and date it.
6. Be sure to keep all I-20s permanently in your personal files. If any details of your internship/field experience change, please e-mail documentation verifying the changes to the International Student Advisor, so that we may update your CPT in SEVIS (Student Exchange Visitor Information System).



## **International Students Curricular Practical Training Guidelines**

The Bureau of Immigration and Naturalization (<http://www.ice.gov/sevis/students/cpt.htm>) defines Curricular Practical Training (CPT) as follows:

8 CFR 214.2(f)(10)(i) *Curricular practical training*. An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is 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. Students who have received one year or more of full time curricular practical training are ineligible for post-completion optional practical training. A written request for curricular practical training authorization must be made to the DSO. A student may begin curricular practical training only after receiving the DSO endorsement signature on the I-20.

*SEVIS process*. To grant authorization for a student to engage in curricular practical training, a DSO at a SEVIS school will update the student's record in SEVIS as being authorized for curricular practical training that is directly related to the student's major area of study. The DSO will indicate whether the training is full-time or part-time, the employer and location, nature of the work and how it relates to the field of study, as well as the employment start and end date. The work experience must take place within the established dates of the academic term as set by the College. The DSO will then print an I-20 showing the approved curricular practical training. The DSO must sign, date, and return the SEVIS Form I-20 to the student prior to the student's commencement of employment. A copy should be made for the student's file.

Accordingly, Cuyahoga Community College has determined that a student participating in CPT must meet the following requirements:

1. The CPT must be tied directly to a Tri-C course, for which the student receives at least 1 credit hour. The course must be either a specifically-required course or a course used as an elective within the declared major.
2. The student must provide a program sheet, signed by a Tri-C Counselor, showing the course associated with the CPT being used as a graduation requirement.
3. The student must provide a letter from the employer indicating the job title, nature of the work and how it relates to the student's major field of study, as well as hours worked per week and the supervisor's contact information. The company's EIN# is required if the student needs to apply for a social security card.
4. The length of the CPT is limited to the semester in which the associated course is completed. Work is limited to 20 hours/week, while school is in session.

Memorandum

Date:

To: Program Manager

From: International Student Coordinator

Re: Curricular Practical Training for International Students

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Thank you for assisting the student to arranging an off-campus paid training experience. U.S. Citizenship and Immigration Services (USCIS) regulations are very strict regarding the obtaining of permission for work authorization, therefore, it is essential that I document all paid work experience for our F-1 international student's file. Please note that the student cannot begin working without proper authorization, which will be documented on the back of the I-20 in the Employment section. If the student does not have a social security card they will need to apply for one as soon as possible.

In order to qualify for Curricular Practical Training, the experience must satisfy the following criteria:

- a) It must be a required or recommended part of the student's program of study.
- b) If required, the experience does not need to be for academic credit.
- c) If recommended but not required, the student must receive academic credit through the department overseeing the work experience.

**Please Note: a course offered for the primary purpose of facilitating employment authorization does not qualify for curricular practical training (i.e. co-op education). There must be an academic component to the experience.**

A student requesting Curricular Practical Training must have a letter of support from the program manager in the student's field of study or the student's academic counselor. The letter must state:

- a) The training is "required for the degree" or "an integral part of the student's degree program and she/he will receive academic credit";
- b) The name of the course for which the student will receive credit;
- c) The name and location of the employer, period of employment, and whether it is full-time or part-time employment.

**Please Note: if the student is working full-time, and if a practical training experience is required for the degree, the student does not need to be enrolled in classes. According to the USCIS regulations, full-time constitutes anything over 20 hours per week. The student cannot begin work until proper authorization is listed on his/her immigration document, or Form I-20.**



**CURRICULAR PRACTICAL TRAINING CHECKLIST (CPT)**

Student: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Student ID.: \_\_\_\_\_

- Student must have been lawfully enrolled on a full-time basis for one academic year.
- Letter supporting CPT from Program Manager (indicating CPT is required for graduation).
- Letter from employer indicating you have a job offer in your program of study.
- Student must be enrolled for at least one credit hour for the CPT experience.
- Coordinator creates a new Form I-20 authorizing employment (USCIS approval is not required).
- Coordinator and student sign new Form I-20.

**NOTE:** CPT can only be authorized within the semester calendar dates set by the Registrar's office and updated paperwork must be re-submitted for each new CPT authorization. Students who have completed a total of 12 months of full time CPT are no longer eligible for post-completion OPT.

DSO Authorization:

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DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **International Students Curricular Practical Training**

## **LETTER FROM EMPLOYER**

(Must be retained in student's file)

On company letterhead your employer must state:

- ❖ Your job title
- ❖ Location and contact information of the Employer and list the name of direct supervisor
- ❖ Start and End dates of employment
- ❖ Number of hours scheduled to work per week
- ❖ Place of employment
- ❖ Brief description of work and how it relates to your field of study (this information will be entered into the SEVIS system when authorizing the field experience).
- ❖ Employer's EIN number (Employer Identification Number). This is needed for the social security process.

Any questions should be directed to your DSO at the campus you attend.

Thank you