



## Curricular Practical Training

**OVERVIEW:** Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program and granted by the Designated School Official (DSO).

### **ELIGIBILITY AND GUIDELINES:**

- F-1 students are eligible for CPT after completion of two semesters.
- Graduate students whose degree requires immediate participation in an internship may apply at any time.
- Employment must be directly related to the field of study.
- Must be determined by the Advisor/Faculty of the student's department to be integral part of the curriculum.
- Employment may be part-time (20 hours/week) during the academic year or full-time (up to 40 hours/week during school breaks or summer).
- Full-time CPT employment may not exceed 11 months or the student becomes ineligible for Optional Practical Training.
- CPT must be approved by a Designated School Official (DSO).

<b>Designated School Official</b>	<b>Student</b>
SEVIS: Enter CPT Request	Letter of employment describing proposed internship, job description, location, start and end date.
SEVIS: Print new I-20. One for student file and one for student.	Letter from Professor who will coach and monitor the internship, confirming that it is indeed beneficial to the student's course of study.
Student File: Staple I-20, letter of employment, letter from professor and proof of credit.	Proof of 1 credit enrollment, during the semester or summer session when the CPT training will occur. If it fits appropriately, CPT can be considered as an integral part of one of the courses that the student is taking (to be confirmed by the professor). If there is no corresponding course, than the student is required to show proof of 1 credit.



## Curricular Practical Training (CPT)

CPT is a benefit for F-1 students that must be “an integral part of an established curriculum” that grants permission to work off campus assuming compliance with a number of requirements that are listed below. *See 8 CFR § Section. 214.2(f)(10)(i)*

- The student must have been enrolled as a full-time student for 9 consecutive months before becoming eligible for CPT
  - Exceptions: Graduate students whose program requires immediate CPT
  - Non eligible for CPT: Students in Non Degree Programs and Language Institute (ESL) Students
- The employment **MUST** be directly related to the field of study and **MUST** be determined by the Advisor/Faculty of the student’s department to be an integral part of the curriculum.
- Total full-time CPT employment may not exceed 11 months [cumulative over the program duration] or the student becomes ineligible for Optional Practical Training (OPT) after graduation.
- Employment must be approved by an International Student Advisor; application is free.
- Student cannot start CPT until he/she has been approved by OIP.
- Student needs a letter from Advisor/Faculty confirming approval as integral part of curriculum

### **INSTRUCTIONS:**

1. Complete this form
2. Attach employment offer letter AND proof of at least one credit hour
3. OIP will issue a new I-20 upon CPT approval before beginning employment
4. Show employer new I-20 for work authorization



## Curricular Practical Training Form

### SECTION 1: Student Information (To be completed by student)

Surname, First Name

SEVIS ID Number

Email

Student ID Number

Telephone Number

Major/Department: \_\_\_\_\_ Level of Study:  BA/BS  MA/MS  PHD

### SECTION 2: Employment Information (To be completed by student)

Company Name

Company Phone Number

Job Title

Hours/Week

Start Date

End Date

Company Street Address

City

State

Zip Code

### SECTION 3: Academic Department Recommendation (To be completed by department)

Advisor Name

Title

Phone Number

Email

Department

Company Address

End Date

*By signing below I (academic advisor), I have reviewed and confirm that the applying students employment is related to his/her Montana State University degree and/or field of study.*

Signature

Date

### SECTION 4: Student Confirmation

*By signing below, I confirm that I have read and understand the requirements for CPT eligibility, and that I have included all necessary documents for CPT consideration.*

Signature

Date