

CPT FACT SHEET

Curricular Practical Training

International Student & Scholar Services

DEFINING CPT

- Curricular Practical Training (CPT) is an off-campus employment option available to F-1 students when the training experience is considered to be an **integral part** of the established curriculum and directly related to the student's area of study. "Training" is used here to refer to paid or unpaid internships, student teaching, or off campus employment. According to Immigration regulations, CPT may be an internship, practicum, or other work experience that is required for the degree program (as defined in the course catalog) or for which academic course credit is awarded. CPT can be full-time (more than 20 hours per week **Note:** if you are authorized for 12 months or more of **full-time** aggregate CPT, you **will not be eligible** for Optional Practical Training) or part-time consisting of 20 hours or less per week. Students registered for part-time CPT during a fall or spring semester must also be full-time students and be registered for a full course of study. Students engaged in part-time CPT during summer vacation do not need to be registered full-time for classes

STUDENT ELIGIBILITY

Students must be in legal status, which includes, but is not limited to:

- Having been in F-1 student status for at least one full academic year (exception: if the graduate program requires training before completion of one academic year, consult a DSO advisor).
- Be enrolled in a course that carries academic credit (if not a requirement of the degree program).
- Hold a job/training offer related to your area of study.
 - CPT is contingent upon a solid offer from an employer (need a letter from employer). If internship is through ERC no letter from the employer is necessary.
- Possessing a valid passport
- Being registered as a full-time student each fall and spring semester (excluding summers).

APPLICATION PROCESS

- Obtain a CPT application form.
- Obtain an offer letter (letter from an employer with starting/ending dates and type of employment). If internship is through ERC no letter from the employer is necessary.
- Obtain appropriate academic advisor signature, course instructor information, and course description, as required by the CPT application form.
- Submit CPT application documents to your International Student Advisor at least two weeks prior to your CPT start date.
- Allow one to two weeks to review and issue new I-20 for CPT authorization.
- Do not begin training until you receive the new I-20 for CPT authorization from the International Student Adviser.
- International Student Advisers review CPT application materials, if CPT eligibility is established, a new I-20 listing start and end dates of employment, Employer name and address. Note: an Employment Authorization Document (EAD) from Immigration is not required.

In order to apply for curricular practical training (CPT), you must be able to respond, "Yes," to the following questions:

- Is your I-20 current?
- Does it reflect your current field of study and educational level?
- Do you have a valid, unexpired passport?
- Have you been a full-time student for one full academic year?
- Have you been full-time as an F-1 student every semester you attended HU? (Note: For undergraduate students, you need to complete 12 credit hours. For graduate students, you need to complete 9 credit hours if you do not have a graduate assistantship and 6 credit hours if you have an assistantship that semester.)

CHANGES TO CPT:

CPT is approved for a specific employer, place of employment, and time period. You may not change employers or extend training without prior consultation with the International Student Adviser. You must request all changes to your CPT program at least two weeks in advance. You must complete new CPT application forms in order to obtain new authorization from International Student Adviser. You are not permitted to work beyond your previously-approved CPT dates until you receive a new I-20 authorizing new or extended CPT dates.

CPT HOURS & LIMITATIONS

- Part-time CPT is authorized for up to 20 hours per week
- Full-time CPT is authorization for 20 hours per week or more (anything beyond 20 hours per week is permissible)
- CPT is authorized to correspond with Huntington University's academic calendar
- Note: If you are authorized for 12 months or more of **full-time** aggregate CPT, you will not be eligible for Optional Practical Training.

CPT APPLICATION FORM
Curricular Practical Training
International Student & Scholar Services



STUDENT INFORMATION

Student ID# _____

 Last/Family Name

 First/Given Name

 Academic Degree Level

 Academic Department

 Academic Course Title

 Course Number

 Number of Course Credits

 Date expected to complete all requirements for graduation

 CPT start date

 CPT end date

 Employer/Company Name

 Hours (full-time)

 Hours (part-time)

 Employer/Company Street Address

 City

 State

 Zip Code

 Telephone Number

TO THE ACADEMIC ADVISOR

To be completed and signed by the Academic Advisor or Department Head

Describe training's academic course relevance, attach additional page if more space is needed: _____

Below are criteria on which CPT eligibility is determined. Please complete as applicable:

- | | | |
|--|----------|---------|
| 1. Attach a course description or syllabus (including course objectives) | yes ____ | no ____ |
| 2. Training (read: employment/internship experience) is required of all students | yes ____ | no ____ |
| 3. Course listed above is an <i>integral</i> part of student's established curriculum | yes ____ | no ____ |
| 4. The student will receive course credit for the training program | yes ____ | no ____ |
| 5. Training program is listed in the school's course catalog | yes ____ | no ____ |
| 6. Training outcomes/course objectives will be supervised by a faculty member | yes ____ | no ____ |

I certify the above is correct, that I reviewed the training offer, and that the training is directly related to the major area of study.

Student Signature: _____ **Date:** _____

Advisor or Professor's Signature: _____ **Date:** _____

Advisor or Professor's Name and Title: _____

Approved and I-20 paperwork complete _____
 Student Development DSO _____ date

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