



F-1 Curricular Practical Training (CPT)

Curricular Practical Training (CPT) allows F-1 students to participate in paid off-campus employment in their academic field, such as a credit-bearing internship or research job. CPT is defined as employment which is related to your studies and is an integral or important part of your curriculum, including: “alternate work/study, internship, cooperative education, or any other type of internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”.

Requirements:

The training must achieve a curricular academic objective and must be one of the following:

1. Receive course credit and be an integral part of the curriculum;
2. Be a recognized co-op program listed in the University catalogue;
3. Be required for all students pursuing a specific degree program.

Eligibility & Guidelines:

1. Students must maintain valid F-1 status for at least one academic year (9 months: 2 semesters or 3 quarters). Full-time study permitted under another status may be used to meet this condition.
2. CPT must be related to the major field of study & be an integral part of the student’s curriculum.
3. Students must be in good academic standing and continue to make satisfactory progress toward the degree. CPT for course credit can only be authorized during the term the course is offered.
4. CPT is authorized as either full-time or part-time (20 hours per week or less) for specified dates and location of employment, pending approval from the student’s academic advisor and dean.
5. Total time & periods of CPT authorization are unlimited, provided academic relevance is satisfied.

Please note: Using more than 12 months of full-time CPT will make a student ineligible for Optional Practical Training (OPT). Part-time CPT (20 hours per week or less) will not affect OPT.

Documentation & Application Instructions:

Students must obtain documentation of the items listed here to apply for CPT, prior to employment.

1. **Detailed Offer Letter**, on employer letterhead, including:
 - Start and End dates, with the expected number of hours per week
 - Job title and description of duties
 - Location of employment (street address, including US zip code)
2. **Approval of Advisor & UR Dean**, as varies by division or academic department:
 - College Undergraduates – ‘Independent Studies Form’ (Center for Academic Support)
 - Arts, Sciences and Engineering Graduates – ‘Approval of Graduate Practical Research Internship’
 - Eastman School of Music – ‘Independent Study/Practicum Course Proposal’ (ESM Registrar)
 - Simon School of Business – Letter of Recommendation from Dean Hansen (or attached form)
 - All other UR divisions – ‘Academic Advisor and Dean’s Recommendation Form’ (ISO, attached)
3. **Evidence of Academic Objective**, as appropriate:
 - Course Credit CPT: Proof of course registration [ALC 290 (Eastman), GBA 490 (Simon), etc.]
 - Co-op Program: Copy of University catalogue listing recognized co-op program details
 - Degree Requirement: Copy of University catalogue listing requirements for degree program

Authorization Procedures:

When all eligibility requirements are met and the student provides the necessary documentation, an ISO advisor will authorize the Curricular Practical Training through SEVIS and issue a new I-20. **Students may begin CPT only after receiving the I-20 with the dates of work authorized by ISO.** All academic procedures must be followed within your division, including grading requirements for credit bearing internships. Please see an International Student Advisor with any questions.



Academic Advisor and Dean's Recommendation for F-1 Curricular Practical Training (CPT)

Student Information:

UID: _____

Name: _____ Date of Birth: ____/____/____

Email: _____ Degree/Major: _____

Requested CPT: Full-time (over 20 hours per week) Part-time (20 hours or less per week)

Employer: _____ Job Title: _____

Street Address, inc. zip code: _____

Recommendation of Academic Advisor:

Please Note: The student listed above wishes to apply for F-1 Curricular Practical Training (CPT). CPT authorizes off-campus employment that is an integral part of an established curriculum and is directly related to the student's major area of study. If the proposed employment satisfies these conditions and is required of all students in degree program, is part of a recognized co-op program, or the student is eligible to receive academic credit for this training, please complete the following information to recommend CPT authorization.

Recommended CPT: Start Date: ____/____/____ End Date: ____/____/____

Academic Objective of Training: Degree Requirement Recognized Co-Op Course Credit

For Course Credit: Course Number: _____ Title: _____ Term: _____

Student's current expected date of completion for all degree requirements: ____/____/____

This student is recommended for Curricular Practical Training, as specified for the listed dates and employer.

Advisor's Name: _____ Phone: _____

Signature: _____ Date: _____

Certification from Dean's Office:

Grad/Undergrad Dean's Signature

Name (print)

Date

**Return completed form and documentation to the ISO for processing.
Student can not begin employment until a new I-20 is issued to show authorization.**