

# F-1 CURRICULAR PRACTICAL TRAINING

## INSTRUCTIONS and RECOMMENDATION FORM

---

### Definition

**CURRICULAR PRACTICAL TRAINING (CPT)** is an opportunity for international students in F-1 status to participate in professional, temporary employment/training such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. ***The training must either be a required part OR an integral part of the established curriculum and the student must receive academic credit.*** As an academic course, the period of training should normally fall within the limits of a given academic term. Employment/training may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). However, if 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period. Students participating in CPT during a fall or spring semester must be registered as a full-time student. Either failure to enroll in the specific course for which the CPT is approved, or failure to complete the employment/training during the period of authorization will result in a violation of immigration status.

---

### Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

---

### Authorization

CPT is authorized by The Office of International Student & Scholar Services (OISSS). Training may not begin until the proper authorization is obtained and must end by the authorized completion date.

---

### Forms

The form, *Curricular Practical Training Recommendation Form* is printed on the reverse side of this handout. Please include, if there is, departmental forms as well in this application.

---

### How to Apply

1. Complete Section A of the **Curricular Practical Training Recommendation Form**. Have your academic advisor or faculty of record complete Section B.
2. Schedule an appointment with the Director of International Student and Scholar Services (DISSS). Take to the appointment your: (1) **completed Curricular Practical Training Recommendation Form**, (2) current **I-20**, and (3) **documentation of your employment/training offer**.
3. During the appointment, the DISSS will verify your F-1 status and review the CPT Recommendation Form to confirm that the employment/training meets the curricular requirements. If the DISSS approves the CPT, the authorization will be submitted to SEVIS, which will result in the issuance of a new I-20 showing that you are authorized for this employment/training.
4. You will receive an e-mail (usually within 2 working days) informing you that your new I-20 authorizing the CPT is ready for you to pick up in the OISSS office. Be sure to sign the new I-20 and let OISSS make a photocopy for your student file.
5. Employment/training may begin only after the DISSS has authorized the CPT by endorsing your I-20. **The I-20 is the official document authorizing the Curricular Practical Training employment/training.** You should have this document available to your employer/training site when you begin training.

*Reference: 8 CFR 214.2 (f) (10)(i)*

# F-1 CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

(Please print or write clearly)

## Section A: To be completed by Student:

Name exactly as it appears in passport:

1. \_\_\_\_\_  
Family/surname                      Given name                      Middle name, if applicable
2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
Royal ID                      E-Mail                      Phone Number(s) and Type

## Section B: Recommendation to be completed by Academic Advisor:

**IMPORTANT!** ALL items must be completed.

1. Educational level (check one): \_\_\_\_\_ Bachelor \_\_\_\_\_ Master \_\_\_\_\_ Doctoral
2. Major area of study \_\_\_\_\_
3. **Semester** in which **ALL** degree requirements are anticipated to be completed:  
[ ] Fall 20\_\_\_\_ [ ] Intersession 20\_\_\_\_ [ ] Spring 20\_\_\_\_ [ ] Summer 20\_\_\_\_
4. Name of proposed employer/training site \_\_\_\_\_
5. FULL Address of employer/training site \_\_\_\_\_  
(Include street/city/state/zip) \_\_\_\_\_
6. Supervisor's Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_
7. Proposed training start date \_\_ / \_\_ / \_\_\_\_ end date \_\_ / \_\_ / \_\_\_\_ (mm/dd/yy)
8. Proposed number of work hours per week \_\_\_\_\_
9. Academic credit will be awarded as follows:  
Course number \_\_\_\_\_ Course title \_\_\_\_\_  
Number of credit hours \_\_\_\_\_ Semester & year credit will be awarded \_\_\_\_\_

**[Either failure to enroll in the specific course for which the CPT is approved, or failure to complete the training during the period of authorization will result in a violation of immigration status.]**

### **CHECK ONE:**

- \_\_\_\_\_ The training is a **required** part of the student's curriculum.
- \_\_\_\_\_ The training is **not** required, but is considered an **integral** part of the student's academic program as **described below**.
- \_\_\_\_\_
- \_\_\_\_\_

**I hereby recommend the above mentioned student for the employment as described on this form.**

Academic advisor's signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_\_\_

Name printed: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Program Director/Chair's signature: \_\_\_\_\_

Dean's signature: \_\_\_\_\_