

CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

Checklist

This checklist is designed to help students requesting authorization for CPT in order to complete an internship off campus. Please read all information thoroughly. If you have questions, please contact an advisor in ISFS.

- 1) Read all packet materials thoroughly.
- 2) Meet with your academic advisor to complete the **Recommendation for Curricular Practical Training**. Make sure your advisor signs the form.
- 3) Obtain supporting documentation if required (see recommendation form).
- 4) Secure a letter from your prospective employer indicating the job title, start date of employment, number of hours per week, place of employment, and a brief description of work. The letter must be on company letterhead.
- 5) Register for the internship course indicated by your advisor.
- 6) Schedule an appointment with an advisor in ISFS to review your materials and be authorized for CPT. Please bring the following items to the advising meeting:
 - a) Passport
 - b) All I-20s
 - c) Completed **Recommendation for Curricular Practical Training**
 - d) Supporting documentation if required
 - e) Employer letter (see 4 above)

Important points to remember...

You may not begin working for your CPT employer until you have been authorized to do so by an advisor in ISFS. The authorization will be printed on your I-20.

You may only work for the employer named in the authorization and you may only work during the dates indicated.

Remember, to be eligible for this CPT, you must:

- 1) have been enrolled for at least three quarters of full-time study and be maintaining F-1 status, or be a graduate student whose degree program requires practical training during the first year of study; and
- 2) be enrolled in a program of study in which the practical training is an integral part of an established curriculum so that the training:
 - a. is required of all students in that program of study; or
 - b. is required for a particular course or curricular track; or
 - c. is offered under a cooperative agreement between the university and the employer;
- 3) complete the CPT prior to completion of all requirements for their program of study; students may complete their thesis/dissertation during the quarter in which they are authorized for CPT.



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International Student and Faculty Services
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Overview

Curricular Practical Training (CPT) is defined by US immigration regulations as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the schools.” [8CFR 214.2(f)(10)(i)].

In order for a student to be eligible for CPT, and to receive permission to work from the Office of International Student & Faculty Services (ISFS), the following conditions must be met:

1. The student must have been enrolled full-time for at least three quarters, and must be maintaining F-1 status.
2. The student must complete the CPT during his/her studies. This may be during a vacation quarter or at any other time before the student completes the requirements for the degree program. If the student has completed all course/thesis requirements for the degree, the student is not eligible for CPT, but must instead apply for Optional Practical Training (OPT). Students wishing to apply for OPT must do so at least three weeks PRIOR to graduation. ISFS will require verification from the student’s department chairperson that he/she has not completed all requirements for the degree program, and stating the expected date of completion.
3. The CPT must be an integral part of an established curriculum so that the training:
 - a. is required of all students in that program of study; or
 - b. is required for a particular course; or
 - c. is offered under a cooperative agreement between the university and the employer;
4. The student must secure a letter from the prospective employer indicating the job title, start date of employment, number of hours per week, place of employment, and a brief description of work. The letter must be on company letterhead.
5. The student must register for the course requiring the completion of an internship that his/her department has designated for the CPT. The course must be for at least one credit, and the student must register for the course during each quarter that he/she is authorized for CPT.
6. If all of the above eligibility requirements have been met, the student will be authorized to work for the requested period of time. The authorization is in the form of an endorsement on the student’s I-20 that specifies the employer, the location of the employment and the dates of employment.
7. A student who pursues 12 months or more of Curricular Practical Training will not be eligible to engage in Optional Practical Training.

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RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

To the student:

Please complete the following information then meet with your academic advisor to discuss your proposed training.

Last name: _____ First name: _____

PID: _____ Major: _____

To the student's academic advisor:

The student listed above wants to apply for work permission under Curricular Practical Training (CPT). In order to be eligible for this program, the above student must:

- 1) have been enrolled for at least three quarters of full-time study and be maintaining F-1 status, or be a graduate student whose degree program requires practical training during the first year of study; and
- 2) be enrolled in a program of study in which the practical training is an integral part of an established curriculum so that the training:
 - a. is required of all students in that program of study; or
 - b. is required for a particular course or circular track; or
 - c. is offered under a cooperative agreement between the university and the employer;
- 3) complete the CPT prior to completion of all requirements for their program of study.

To determine the student's eligibility for CPT, the following information is required.

I. Internship Requirement (please check appropriate option):

- The student is enrolled in a degree program which requires all students to complete an internship to complete the program of study. Requirement must be published in the university catalog.
- The student is enrolled in a course or curricular track which requires the completion of an internship and counts toward the student's program of study requirements. Course or curricular track *with internship requirement* must be listed in the university catalog or on the departmental website.
- The student is participating in a cooperative agreement between the university and the employer. Copy of the agreement required.

II. Relationship of employment to program of study

Please describe how the employment is an integral part of the student's program of study and meets the internship requirement.



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III. CPT Course and Length:

CPT course name/number and number of credits*: _____
Length of required internship (number of academic quarters): _____

IV. Status of Student in Degree Program (please check appropriate option):

Undergraduate students

- The student has not yet completed all required coursework. The program requirements will be met when the student completes required coursework. The student is expected to complete his/her degree requirements in (quarter and year): _____

Graduate Students:

- The student has not yet completed all required coursework. The program requirements will be met when the student completes required coursework. The student is expected to complete his/her degree requirements in (quarter and year): _____
- The student has not yet completed all required coursework nor required thesis/dissertation/comprehensive exam. The student is expected to complete his/her degree requirements in (quarter and year): _____
- The student has completed all required coursework, but has not completed their internship/practicum. The student is expected to complete his/her degree requirements in (quarter and year): _____

***Thesis/Dissertation/Research Credit for CPT:** Students needing CPT to complete thesis/dissertation research must provide a letter from their employer and their thesis/dissertation supervisor explaining how the employment is integral to the completion of their thesis/dissertation.

Academic Advisor: _____ Department: _____
Advisor telephone: _____ Advisor e-mail: _____
Advisor signature: _____ Date: _____

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