

Jones Hall 2nd floor rm. 200

Office of International Education (OIE)
Tel: 940.898.3338

Fax: 940.898.2048

CURRICULAR PRACTICAL TRAINING

CPT Requirements

- You must be in valid F-1 status and have been a full-time student for at least one academic year. (Some graduate programs allow CPT immediately.)
- The employment must be directly related to your major field of study and appropriate to your degree level.
- The employment must be an integral or required part of your studies. Training that all students must complete to earn a degree meets this requirement.
- You must have a job before you apply for CPT; authorization will be employer and date specific.
- You must enroll in an appropriate course each semester, including summer; CPT is approved on a semester-basis. Enrollment is also required for jobs/internships through the Internship Office/Career Connections.
- The appropriate course is determined by your academic department.
- Part-time CPT requires full-time enrollment; full-time CPT allows full or part-time enrollment.
- Part-time CPT allows employment of up to 20 hours/week; full-time CPT allows more than 20 hours/week.
- CPT employment permission is required for both paid AND unpaid employment. It is your permission to be in a workplace off-campus.

NOTE: Full-time CPT employment of 12 months or more makes you INELIGIBLE for OPT.

Part-time CPT has no effect on OPT.

CPT Application Instructions and Procedures

1. Enroll in a course which allows curricular practical training.
2. Secure employment which qualifies for curricular practical training.
3. Submit a completed CPT application packet to OIE each semester you will be using CPT.
4. OIE will complete the necessary CPT authorization in the SEVIS system and a new SEVIS I-20 will be issued. CPT employment authorization will be annotated on page 2 of the new I-20.

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SECTION A: COMPLETED BY STUDENT

Date:	TWU ID:
Last Name:	First Name
Current Local Address	
Phone:	Email:
Degree Level:	Major
Signature:	

SECTION B: COMPLETED BY ADVISOR

Academic Dept.:	Course #:	Credits:
Dates of Course:	Work Hrs./Week:	
Dates of Employment (should match Employer dates)	From:	To:
Brief description of job or project:		
Advisor Name:	Signature:	Date:

SECTION C: COMPLETED BY EMPLOYER

Company Name:	Contact Person:	
Company Address:		
Phone:	Contact Email:	
Dates of Employment: (should match Advisor dates)	From:	To:
Job Title of Student:		
Work Hrs/Week	Is this a paid position?	
Brief description of job or project:		
Employer Signature:	Signature:	Date:

Return this completed form to student or mail/email to: OIE, PO Box 425827, Denton, TX 76204, intlofficet@twu.edu