

The Office of International Education (OIE)

Jones Hall 2nd floor Rm. 200

940.898.3338

(Fax) 940.898.2048

**Curricular Practical Training
Information and Application**

This information is designed to assist F-1 students in understanding and applying for Curricular Practical Training.

Definition of Curricular Practical Training (CPT)

USCIS defines curricular practical training as employment which is “an integral part of an established curriculum.”

CPT Eligibility RequirementsStudent Eligibility Requirements

You must be in valid F-1 status and have been a full-time student for at least one academic year.

You must have been “lawfully enrolled” fulltime for one full academic year, unless you are in a graduate program that requires an immediate CPT experience.

Employment Eligibility Requirements

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.

Training that is not required by your degree program may meet the requirements for CPT if:

1. you receive academic credit for the employment

or

2. if it is offered through the TWU Internship and Cooperative Education Program

and

3. it is an integral part of your studies.

CPT authorization must **not** be used solely to facilitate employment for the international student.

Frequently asked Questions

1. How does CPT affect my eligibility for optional practical training (OPT)?
If you work 12 months or more of full-time curricular practical training you will you will be ineligible for OPT.
Part-time CPT will have no effect on your eligibility for OPT.
2. Do I need to have a job offer prior to submitting my application?
Yes. Your CPT authorization will be employer and date specific.
3. Do I have to be enrolled in a course to engage in CPT?
Yes. You must be registered for an appropriate course every semester in which practical training is requested.
4. Do I have to be enrolled in a course even when using Coop's services?
Yes.

5. Do I have to be enrolled in a course in the summer?
Yes.
6. What course do I have to register for?
You will need to check with your academic advisor to determine what the appropriate course is for your department.
7. How many credits do I have to take?
Students with part time CPT must register in classes full time.
Students with fulltime CPT may register in classes either part time or full time.
8. How many hours can I work on CPT?
If part time CPT is authorized, you may work up to 20 hours in any given week during your period of authorization.
If full time CPT is authorized, you may work more than 20 hours per week.

Important Note: Students may not engage in on-campus employment while on CPT

9. Does it make any difference if the employment is paid or unpaid?
No. CPT requirements apply to both paid and unpaid positions.
10. How long will it take to get CPT authorization?
CPT authorization is processed by OIE and may take up to two weeks.

CPT Application Instructions and Procedures

1. Enroll in a course which allows curricular practical training. You must be registered for an appropriate course every semester in which practical training is requested.
2. Secure employment which qualifies for curricular practical training.
3. Submit a completed CPT application packet to OIE. Allow 2 weeks for processing. A completed application packet must be submitted to OIE each semester in which CPT is requested.

Please note that if the CPT is offered through the TWU Internship and Cooperative Education Program, you must also complete an International Student Verification form for Internships and Cooperative Education.

4. OIE will review your CPT application and determine whether you are eligible for CPT. If eligible, 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 3 of the new I-20.

A student may not begin employment until after receiving the new I-20 with CPT authorization. Any employment engaged in outside the authorized dates of your CPT will be considered unauthorized (illegal) employment.

11. How many credits do I have to take?

Students with part time CPT must register in classes full time.

Students with fulltime CPT may register in classes either part time or full time.

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13. Does it make any difference if the employment is paid or unpaid?

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CPT Application Instructions and Procedures

5. Enroll in a course which allows curricular practical training. You must be registered for an appropriate course every semester in which practical training is requested.

6. Secure employment which qualifies for curricular practical training.

7. Submit a completed CPT application packet to OIE. Allow 2 weeks for processing. A completed application packet must be submitted to OIE each semester in which CPT is requested.

Please note that if the CPT is offered through the TWU Internship and Cooperative Education Program, you must also complete an International Student Verification form for Internships and Cooperative Education.

8. OIE will review your CPT application and determine whether you are eligible for CPT. If eligible, 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 3 of the new I-20.

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Curricular Practical Training Application and Documents Check List

Please fill in blanks, and submit all the documents listed below to our office. CPT must be an integral or required part of your program of study.

Date: _____ ID#: _____

Student Name: _____
Last Name Given Name Middle Name

Daytime Phone Number: _____ TWU E-Mail Address: _____

Permanent foreign (home country) address: _____

Current local address: _____

Degree Level: _____ Major: _____ Expected Completion Date: _____

Employed on-campus? No Yes Number hours of on-campus employment: _____ hours per week

Number hours you plan to work for CPT: _____ hours per week

Necessary Documents:

- ✓ Completed Curricular Practical Training Application and Document Checklist
- ✓ Current I-20
- ✓ If "required" CPT, a copy of the department requirement showing that all degree candidates must complete the internship or practical training program.
- ✓ complete Academic Advisor Form (included in this application)
- ✓ Completed Employer Form (included in this application)

Please note that if the CPT is offered through the TWU Internship and Cooperative Education Program, you must also complete an International Student Verification form for Internships and Cooperative Education.

***Please return completed forms to:
Office of International Education
P.O. Box 425827
Denton, TX 76204
Phone: 940-898-3338/ Fax: 940-898-2048***

Curricular Practical Training

FORM TO BE COMPLETED BY THE EMPLOYER

1. Student Name: _____
Family Name First Name Middle Name

2. Name of Company: _____

3. Company Address: _____

4. Name of Contact Person: _____ Title _____

5. Phone Number: _____ E-Mail Address: _____

6. Job Title of the Student: _____

7. The Employment will begin _____ and end _____
The employment begin and end dates need to match those indicated by the academic advisor

8. Number of hours per week _____ Paid position? Yes _____ No _____

9. Please complete the job or project description:

Print Name _____ Sign _____

Date: _____

Please return this completed form to the student or to:

Office of International Education

P.O. Box 425827

Denton, TX 76204

Phone: 940-898-3338/ Fax: 940-898-2048