

Curricular Practical Training

Office of International Programs, 1908 Avenue J, Box 2150, Huntsville, TX 77341-2150

Fax: (936) 294-4620 – Email: oip@shsu.edu

Curricular Practical Training (CPT) is defined by federal regulations as “an integral part of an established curriculum” related to your program of study. This can be in the form of an internship, practicum, or in the case of graduate and doctoral students, thesis and dissertation courses taken for course credit.

Part-Time CPT (Employment for 20 hours or less per week while being enrolled full-time in classes)

There is no limitation on the length of time you may participate in part-time CPT, but you must enroll for a full-time course load during your CPT in order to maintain lawful F-1 status.

Full-Time CPT (Employment for more than 20 hours per week)

While engaging in full-time CPT, you need not enroll for a full-time course load in order to maintain lawful F-1 status. There is no limitation upon the length of time you may participate in full-time CPT, however if you participate for twelve months or more you will not be eligible for Optional Practical Training (OPT).

Eligibility

You must have been "lawfully enrolled on a full-time basis for one full academic year" to be eligible for CPT. The only exception to this rule is for those enrolled in a graduate program that requires its students to engage in training prior to the completion of one full academic year. Graduate students whose degree programs require immediate participation in CPT may apply at any time. Once the **requirements for your program of study** have been completed all CPT must cease. You cannot participate in CPT after completion of your studies. In addition, you must be careful not to continue employment beyond the date authorized on your I-20, unless you apply for and are granted an extension of your permission to work.

Note: CPT work permission is only granted for one semester at a time and for either part-time or full-time. You must repeat this process each semester you plan to work or if you plan to change from part-time to full-time or from full-time to part-time.

YOU CANNOT LAWFULLY START EMPLOYMENT UNTIL YOU RECEIVE A NEW I-20 AUTHORIZING THE CPT.

Authorization Process

You **MUST** complete the following steps **BEFORE** the date you wish to start employment.

1. Set up an appointment with your academic advisor or internship coordinator to discuss your internship options. Once the training program and employer have been approved by your academic advisor or internship coordinator, ask him/her to complete the CPT Certification Form.
2. Obtain a job offer letter from the employer that includes the following information:
 - Job Title and description
 - Number of hours to be worked each week.
 - Beginning and ending dates of employment
3. Set-up an appointment with an international student advisor at the International Office to evaluate your documents and determine if the employment meets eligibility requirements. Once eligibility is established, you will receive a new I-20 with authorization for the CPT on page 3.

Please bring the following documents to the appointment:

- Current form I-20
- Valid passport and I-94 card
- Completed CPT Certification Form
- Employment letter
- Reduced Course Load Request Form – **only if requesting full-time CPT or in final semester**

*A follow-up appointment will be necessary if you fail to bring all the required documentation. Please allow yourself enough time, **at least one week**, to complete the process before your employment start date. So please plan ahead!*

Curricular Practical Training Certification Form

Office of International Programs

Email: oiip@shsu.edu

Student: Please complete the following information:

Family Name:		Given Name(s):	
SamID:	Phone#:	Email:	
Comprehensive Exam/Estimated Thesis Completion date (if applicable):			
List ALL previous semesters and dates of CPT (from/to):			
Employer Name:		Address:	
Job Title:			
Phone:			

Note: You may only work the number of hours per week for which you will be authorized.

Academic Advisor/Department Chair or Dean:

Please complete the following information (this section CANNOT be completed by the student)

The above student is seeking authorization for Curricular Practical Training (CPT). CPT is defined as practical training that is “an integral part of an established curriculum.” International students on an F-1 Student visa must complete one full academic year before becoming eligible to apply for CPT, with the exception of graduate students whose programs require students to engage in training prior to the completion of one full academic year.

1. Is the proposed employment an integral part of the established curriculum? Yes No
2. Is this student a graduate or doctoral student who will be performing research related to their thesis or dissertation and not be required to enroll in a course? Yes No
3. Please list the course number and title for which the student will receive credit.
 Course Number: _____; Course Title: _____
4. Is the approved internship or practicum full-time or part-time? Full-time Part-time
(more than 20 hours per week) (20 hours or less per week)
5. Date by which it is estimated that all degree requirements will be completed: ____/____/_____
Note: this is not necessarily the graduation date but the date by which the student will have completed **all degree requirements** such as coursework, thesis, comprehensive exams, etc.
6. Training (internship/practicum) dates: ____/____/_____ to ____/____/_____
 *If the beginning and ending dates of the training correspond to ONE semester or summer session, e.g., 8/25/2015 to 12/18/2015 for the fall term, please skip question #7.
7. If the training dates cover more than one semester or summer session does the student have to re-register every semester or summer session for the above course? Yes No
 If the answer is “No”, for which semester(s) will the student receive credit(s) for this training?
 SPRING 20____ SUMMER I 20____ SUMMER II 20____ FALL 20____

Signature: _____ Date: _____ Phone Number: _____

Printed Name: _____ Title: _____