



Curricular Practical Training

International Student and Scholar Services

300 College Park, Rike Center #204
Dayton, OH 45469-1701
Ph: (937) 229-2748 • Fax: (937) 229-2766

Curricular Practical Training (CPT) is intended to provide work experience in situations where the work serves as an integral part of a student's academic program, before completion of that program. If you are an F-1 student and have an employment opportunity that will give you practical experience in your field of study before you graduate, such as an internship/co-op, you may be eligible for CPT.

STUDENT ELIGIBILITY

To be eligible, you must meet all of the following criteria:

- You are a full-time student for at least one full academic year.
- You have a letter from your prospective employer for work in your major field of study.
- You have registered for an appropriate course that covers the duration of the employment that you seek. Which course you are required to register for depends on what CPT option you pursue.

WORK ELIGIBILITY

Because CPT is limited to work experiences that are an "integral" part of a student's academic program, there are strict criteria that must be met in order to qualify for CPT approval.

Your work experience must correspond to least **one** of the criteria below:

- The work fulfills an optional or required internship/co-op or practicum in your academic program. Registration in an internship/co-op or practicum course is required. **OR**
- The work fulfills the course requirements of a standard course or independent study course in your academic program. Registration in the standard course or independent study course is required. **OR**
- Graduate students only: The work benefits your thesis/dissertation/final project in a material and substantial way. Registration in an internship or practicum course is required.
 - Please note that CPT is not available after the completion of all required coursework, except for graduate students who need CPT for their thesis/dissertation research. Students interested in gaining work experience in their field of study after completing all required coursework should consider Optional Practical Training (OPT).

FULL-TIME VS PART-TIME CPT

Students engaging in part-time CPT (20 hours or less/week) during the academic term (fall and spring semesters), must be concurrently enrolled for a full course load in order to maintain F1 status.

Full-time CPT (more than 20 hours /week) is not permitted during the academic term (fall and spring semesters) except in cases where students are approved for Cooperative education (or co-op). Students approved for co-op need only register for the course that qualifies him/her for CPT (e.g. COP 501, etc).

During the summer/annual vacation period, students may be eligible for part-time or full-time CPT. Students engaged in CPT employment need only register for the course that qualifies him/her for CPT. This may include EXP 101.

JOB START/END DATES

Because CPT has a curricular component and our curriculum is semester based, the majority of your job must occur within the semester. We recognize that employers will want students to start before or finish after the semester. Consult with an ISSS advisor if you need to start before or finish after the semester.

OTHER CONSIDERATIONS

- Twelve or more months of full-time CPT makes a student ineligible for OPT.
- Full-time CPT makes students ineligible for on-campus employment. *If authorized for part-time CPT, total hours of on-campus employment and CPT together must not exceed 20 hours/week.*
- Students must enroll in a course that qualifies them for CPT during each term they engage in CPT. Students may not use an incomplete class as their CPT credit.
- Engaging in CPT must not delay the completion of studies or graduation. *Co-op students should consult with ISSS about their work/study calendar before the start of the first co-op semester.*
- Students must apply for a new endorsement on their I-20 from the DSO each time they apply for a different job, each time they wish to increase/decrease their work hours, or extend employment.



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DOCUMENTS TO BE SUBMITTED TO ISSS

To be considered for CPT, submit the following documents to ISSS, no later than 2 weeks after the semester begins:

- Pages 3-4 of this form, completed by you and your academic advisor
- Job offer letter with full detail about your position (see template on page 5)

Allow 3-5 days for processing. If you are approved, you will receive an email confirmation from our office, and you may then pick up an updated I-20 endorsed for CPT.

*Remember, you **must** have an updated I-20 with CPT authorization provided by ISSS before you start work. Starting work without this will result in the termination of your SEVIS record (i.e. I-20).*

DO YOU NEED A SOCIAL SECURITY NUMBER (SSN)?

To apply for a Social Security Number (SSN), go to the **Social Security Office (200 W 2nd Street, Dayton OH, Room 209, Phone: 1-888-329-5724).**

Take the following documents with you:

1. SS-5: Application for a Social Security Card (available at www.ssa.gov)
2. Passport
3. Visa
4. I-20 with CPT authorization on page 2
5. Copy of your job offer letter

After you apply, you will be issued a *Social Security Applied For* letter confirming receipt of your application. The Social Security number (card) will arrive by mail 1-2 weeks later.

SAMPLE OFFER LETTER

Note: This sample letter will serve as a template for the employer. The letter must be printed on official company letterhead. Letter must be issued by someone within the organization with hiring authority.

Date of letter issuance

We are pleased that you will be joining us this spring as an Intern at the XYZ Company. Please find the following confirmation of the specifics regarding your internship/co-op:

Start date: January 20, 2016

End date: May 11, 2016

Number of Hours: You will be working X hours per week.

Reporting Relationship: You will be reporting to X person, position and contact information.

Responsibilities: Responsibilities will include working on X, Y, and/or Z.

Office Location: You will be located in our branch office at [insert address]. Should you have any questions concerning the specifics of this internship/co-op please contact me at (555) 555-5555.

We understand that as an international student you must receive work authorization from your university's international student office before starting your job here and that your employment may not exceed the amount of time indicated on your I-20. If additional time is needed on the job, it is your responsibility to request additional CPT work authorization through your university's international student office.

Sincerely,
Name of company representative
Position and contact information



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PART A: TO BE COMPLETED BY STUDENT

You **must** have a CPT endorsed I-20 from ISSS before you start work. The CPT endorsed I-20 is issued after submission of this form and the job offer letter. Starting work without this will result in the termination of your SEVIS record (i.e. I-20).

Family Name _____ First Name _____

Student ID _____ SEVIS ID: N00 _____

U.S. Address _____
Street name and number City State Zip Code Phone

I am requesting to work... Part-time (≤20 hrs/week) Full-time (≥20 hrs/week)

PART B: TO BE COMPLETED BY THE ACADEMIC ADVISOR

This student is seeking authorization to work off campus. Please complete Sections 1 and 2 below.

1) Demonstrate how the student intends to qualify for CPT:

A. **The training employment is required of all degree candidates in the program and is necessary for the awarding of the degree.**

Is the proposed employment necessary for the completion of the degree? Yes No

If 'No', please proceed to option B below. If 'Yes', please indicate provide details about the program requirement _____

B. **The employment will result in the awarding of academic credit. The student must be registered and awarded credit for the course during the period that s/he is working. Note: *In progress courses and courses outside the student's curriculum are not acceptable.***

Will the proposed employment result in the awarding of academic credit? Yes No

If 'No', proceed to option C below. If 'Yes', please indicate the course number _____

C. **Students working on project/thesis/dissertation where the employment benefits the thesis/dissertation/final project in a material and substantial way.**

Is the proposed employment integral to the completion of the thesis/dissertation? Yes No

If 'No', student may be eligible for Co-op (Part C) or Experiential Learning (Part D) options. If 'Yes', student must **enroll for EXP 101** (see below) and **submit a memo that addresses the following:**

1. When the student began work on thesis and when it is expected to be complete
2. Why the thesis cannot be completed without this work experience
3. Signature by advisor/department chair on department letterhead

2) Verify the student's academic status and the employment's suitability for the field of study:

Has the student completed all degree requirements? Yes No

When is the student expected to graduate (i.e. complete all degree requirements)? _____

I, _____, this student's academic advisor, have reviewed the job offer letter/job description and hereby confirm that the proposed internship or employment is related to and will further the student's learning in his/her major field of study.

Signature _____

Date _____



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PARTS C OR D SHOULD ONLY BE COMPLETED IF THE STUDENT IS NOT GOING TO RECEIVE ACADEMIC CREDIT**

PART C: TO BE COMPLETED BY THE COOPERATIVE EDUCATION DEPARTMENT

Cooperative education (or co-op) is a structured method of combining classroom-based education with practical work experience. Students are expected to first meet with a Cooperative Education representative to determine eligibility and create a work study calendar. If eligible, certain requirements must be met to satisfactorily complete the course.

I, _____, a representative of the Cooperative Education office, affirm that the student will be registered for _____ during the time s/he is employed.

Signature _____

Date _____

OR

PART D: TO BE COMPLETED BY CAREER SERVICES FOR EXP 101: EXPERIENTIAL LEARNING

Students may elect to register for EXP 101: Experiential Learning through the Career Services Office. EXP 101 is intended to provide structure and meaning to the internship/co-op experience. Students are expected to first meet with a Career Services representative to determine eligibility. If eligible, certain requirements must be met to satisfactorily complete the course. **To meet with Career Services, you must make an appointment at least one day ahead of time. Appointments can be made through their webpage or by calling their office at 937-229-2045.**

I, _____, a representative of the Career Services office, affirm that the student will be registered for EXP 101 during the time s/he is employed.

Signature _____

Date _____

For Office Use Only	
ISSM/SEVIS	
Banner CPT attribute	
Date Processed	