

Curricular Practical Training (CPT) Application for Graduate F-1 International Students

General Information

Curricular Practical Training (CPT) is defined as "employment which is an integral or important part of a student's curriculum, including 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 school." Students must receive CPT work authorization if they will be participating in any internship/work experience required whether or not they will receive compensation.

**** Please Note: Your Passport must be valid to receive any kind of work authorization. *****

Additional CPT Information:

- Part-time CPT is for experiences <u>20 hours or less</u> per week and **full-time** CPT is for experiences <u>21 hours or more</u> per week. Part-time or full-time authorization is determined by the International Student Advisor after reviewing the corresponding course's required amount of experience hours set by the academic department.
 - To participate in **part-time** CPT during the semester, you must be registered full-time (9 credit hours, with at least 6 being residential credit hours) including the course directly relating to CPT.
 - To participate in **full-time** CPT during the semester, you must be registered for at least 3 credit hours that are directly relating to CPT, plus 6 credit hours of residential or online courses.
- Part-time CPT employment is permitted with no penalties upon completion of a degree.
- However, students who have received one year (12 Months) or more of full-time CPT are ineligible for Optional Practical Training (OPT) which is typically used immediately after graduation.
- Students <u>may not</u> connect CPT to a regular course that focuses on a specific area of study Students must register for courses that are directly related to CPT. Examples include internship or practicum.

Fall Semester
 Part-time CPT = SFME/ 1 credit Independent Study/ 1 credit Internship

Full-time CPT = 698 Internship/3 credit Independent Study

Spring Semester
 Part-time CPT = SFME/ 1 credit Independent Study/ 1 credit Internship

Full-time CPT = 698 Internship/3 credit Independent Study

o Summer Part-time <u>or</u> Full-time CPT = 1 credit Independent Study/ 1 credit Internship CPT is authorized on a semester basis. Should students require additional time past your current CPT end date,

students will need to reapply with all new required documentation.

Fall Semester = August 16 – December 31
Spring Semester = January 1 – May 15
Summer Semester = May 16 – August 15

- You are authorized to work for specific dates of employment on your I-20. You may not begin before the start date or
 continue working after the end date. If you expect that you will need to work beyond your end date, you must reapply
 for CPT and be approved by OISS. If you work beyond the end date, you will be working illegally and could be
 terminated and lose future immigration benefits.
- Students participating in part-time or full-time CPT during the annual vacation term are required to be enrolled for at least one credit hour that is directly related to CPT.
- The experience can be done <u>anywhere</u> in the U.S. (only if the experience is considered to be full time). The student and his/her family may also move to the locale if desired. The student and his/her family must return to the Lynchburg area before the next academic semester begins.

Types of CPT:

- Required by the degree program. Training that is required by the degree program as part of the core requirements always
 meets the requirements for CPT, regardless of whether or not the student receives academic credit for the work. Must be
 required for graduation as indicated on the student's Degree Completion Plan. Student may begin during the first
 semester if required by the program
- 2. <u>Integral Either required or optional for graduation</u>. Training that is not required by the degree program meets the requirements for CPT if the work is an integral part of the program of studies and the student receives academic credit for the employment experience.

Who can participate?

- 1. Students that have been lawfully enrolled full-time for one academic year (2 semesters) may apply to participate in this type of training. However, in programs that include immediate, mandatory training, students are not bound by the one-academic-year in full-time status requirement.
- 2. Students must have a job offer since the employment authorization will be position and employer specific.

3. Students must be registered for the corresponding course before CPT authorization can be given.

Application Procedure:

Signature of Student:

- 1) Find a job related to your major.
- 2) Meet with your Course Instructor/Academic Advisor to determine which CPT option is available for your program of study.
- 3) Register for the corresponding course.
- 4) Make an appointment with your International Student Advisor by calling 434-592-4118 and bring the following:
 - a. Form I-20
 - b. Completed Form "Curricular Practical Training Application"
 - c. Change of personal address form, if you are moving out of the Lynchburg area
 - d. Official letter of offer from the employer on the employer's official letterhead with original signature. The Official letter of offer must indicate the following:
 - i. Employer's full name
 - ii. Address
 - iii. Phone Number
 - iv. Supervisor and contact information
 - v. Type of work the student will perform
 - vi. Number of hours the student will work per week
 - vii. Dates of Employment (please see the chart on the back side)
- 5) Upon reviewing the items above, your international student advisor will prepare a new SEVIS I-20 with the CPT endorsement on the employment page. This endorsement serves as your authorization to work for a pre-determined amount of time.

TO BE COMPLETED BY COURSE INSTRUCTOR/FACULTY ADVISOR (NOT BY STUDENT)

<u>CPT is not meant to be a convenient employment opportunity nor is meant to be a device to save Optional Practical Training</u>
(OPT) months. CPT must have a valid purpose in the student's program of study.

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Student's name:	Student ID #:
Major: Degree:	Expected date of completion:
# of credits the student has completed:	# of credits required for graduation:
IS THE STUDENT ELIGIBLE TO GRADUATE NOW?	NO, EXPLAIN:YES (if yes, he/she is NOT eligible for CPT.)
The recommendation is based on the following (check	only one):
	eria used for grade in course (i.e. exams, reports):
	<pre>udent's academic program of study for which he or she will receive course, Criteria used for grade in course (i.e. exams, reports):</pre>
cancels the CPT authorization. If cancelled, he/sl	course during the semester stated above, failure to enroll/complete he may not be eligible for further F-1 benefits. must have at least one remaining degree-required course to register.
Signature of Instructor/Advisor:	Date:
Printed Name:	Campus Phone # ********************************
TO BE COMPLETED BY <u>STUDENT</u>	

Date: