



Curricular Practical Training

Under SEVIS

What is Curricular Practical Training?

Curricular Practical Training is temporary employment that the USCIS allows certain F-1 students to engage in so that they may gain practical experience in their field of study. Curricular Practical Training must be "an integral part of an established curriculum." The USCIS has defined curricular practical training as "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."

Generally, the curricular practical training is taken for credit and is listed in the school's course catalog or as a regular course listed with the Registrar's Office with the available credits and the name of the faculty member teaching the course clearly indicated. There should be a description of the course with the course objectives clearly defined. Students enrolled in such a course may work out the detail of their specific projects within the established course objectives under the supervision of the instructor. If a degree program does not require such training as part of the degree program, you may still qualify for curricular practical training if you are enrolled for a "for credit" course and if the course/training is considered to be an integral part of your curriculum.

How do I qualify for Curricular Practical Training?

An F-1 student may be authorized by the International Student Services Office (ISS) to participate in a curricular practical training program if you meet the following:

1. You have been lawfully enrolled on a full-time basis for at least nine consecutive months. Exception to the nine months in status requirement is given to students in graduate studies which require immediate participation in curricular practical training.
2. You must be in lawful F-1 status at the time you apply for CPT.
3. You must be in a regular degree program-students engaged in English as a second language programs are not eligible for CPT.
4. The employment must be clearly related to your field of study and be commensurate with the degree level you are pursuing. This is not established by the location or type of business/organization of the employer where you will be working, but rather by your duties and responsibilities.
5. All training must be an integral part of an established curriculum. Training needed for degree requirements such as internship or practicum, can be taken for credit or non-credit. Non-required training must be taken for credit, such

as alternate work/study, independent study, internship or cooperative education. The US ICE has stated that where the student has some choice in whether or not to pursue an academic route involving employment, such training can be classified as CPT if the student receives course credit.

6. Students may engage in CPT only for the specific employer, location and period approved and recorded by the DSO in SEVIS. The student must secure a written letter of offer from an employer offering work that qualifies under CPT. The decision as to whether the work qualifies for CPT is made by the DSO.
7. The duration of the CPT depends on the specific period granted by the DSO. The DSO may grant the student CPT in increments of no more than one year, or until the expected date of employment completion, whichever is shorter. There is no cumulative maximum, except that it can only be approved before completion of the academic objective.
8. CPT may be approved for part-time (20 hours a week or less) or full-time (over 20 hours).
9. Note that the use of CPT for one year or more eliminates eligibility for Optional Practical Training.

Example 3

An arts administration internship requirement for the Master of Fine Arts would be another example. Periods of internship with one or more arts organizations are arranged in consultation with each candidate for the MFA in arts administration, and the internship is a formal and explicit requirement of the degree.

Example 4

Doctoral students engaged in work which is required for the completion of their unique dissertation may qualify for CPT if, for example, the research involves innovative technology available only at a particular corporation's research and development facilities. The research that the student is engaged in provides critical data and expertise which is an integral part of the student's educational program.

Other Program Information

You cannot lawfully begin employment until the ISS Director or DSO has approved your application and you have received an endorsement for Curricular Practical Training authorization on the third page of your new SEVIS 1-20. You should keep this SEVIS 1-20 with your previously issued SEVIS 1-20 and all other I-20's previously issued to you. Within three days of beginning employment, you must complete a US ICE Form 1-9 (Employment Eligibility Verification). It is recommended that you use the new SEVIS 1-20 with the CPT endorsement, your passport, and your 1-94 in order to meet the documentary requirements of the Form 1-9. You should not assume that you will be granted further CPT and should cease employment unless and until you receive further employment authorization.



ACADEMIC ADVISOR RECOMMENDATION FOR F-1 STUDENTS REQUESTING CURRICULAR PRACTICAL TRAINING

This form must be accompanied by a letter of offer from your proposed employer in the approved format. Please read all instructions and information contained in the ISS handout entitled 'Curricular Practical Training Under SEVIS' before completing this form.

Section I: To be completed by Student

Name (last, first, middle): _____
 Date of Birth (mm/dd/yyyy): _____ Country of Birth: _____ Citizenship: _____
 Student ID #: _____ Initial Date of Arrival: _____ Last Arrival: _____
 Degree Level (MS, MA, BA, BS/Ph.D, etc): _____ Major: _____
 College/School within Lewis: _____

Periods of previous Curricular Practical Training, if any, since you entered the USA. If none, state "none".

Start and end date	Full time or Part time	Location

Periods of previous Optional Practical Training, if any, since you entered the USA. If none, state "none".

Start and end date	Full time or Part time	Location

How is the Curricular Practical Training you are seeking related to your program of study?

Signature of student: _____ Date: _____

Section II: This section must be completed by the Faculty/Instructor supervising the students' internship or by the University's Co-op Coordinator.

NOTE: The information below must be completed in order to provide input to the DSO so the ISS can ensure compliance with Federal regulations for Curricular Practical Training, as set forth by the U.S. Bureau of Citizenship

1. Employer Information

Name: _____ Address: _____
 Supervisor: _____
 Phone Number: _____

Dates of training (not more than 12 months at a time): From: _____ / _____ / _____ to: _____ / _____ / _____
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

Circle one: Full-time / Part-Time (20 hours or less per week)

2. Student is Expected to complete degree program (including thesis or dissertation) by: _____ / _____ / _____
(mm) (dd) (yyyy)

3. The proposed employment is necessary to fulfil one of the following academic objectives:

a) A course offered by Lewis University for which the student will earn academic credit.
 Course#: _____ Title: _____

- This course is (circle one): Mandatory/Elective for: _____ credits. Instructor: _____
- b) Does this student's degree program require an internship or practicum? _____ YES _____ NO
 Course#: _____ Title: _____
 This course is (circle one): Mandatory/Elective for: _____ credits. Instructor: _____
- c) A Lewis University (co-op) program or required non-credit internship/practicum.
 Course#: _____ Title: _____
 This course is (circle one): Mandatory/Elective for: _____ credits. Instructor: _____
- d) (Graduate students only) An off-campus placement arranged by Lewis University to pursue graduate thesis or dissertation research that cannot be accomplished on campus and is required to complete the student's degree program. Attached is a letter, which includes the following:
- Explanation of the research objectives of the off-campus placement as they relate to the student's thesis or dissertation and why they cannot be accomplished using Lewis University facilities
 - Name of the professor who will monitor the progress of the off-campus research.
 - Two signatures: Signature of Academic Advisor and co-signature of one of the following: Director of Graduate Programs, department Chair, or a Dean.
- e) If the proposed training is not required for graduation, describe how and why it is an integral and necessary part of the student's curriculum, as well as information about the appropriate related course in which he or she will be enrolled: (Please review the letter from the proposed employer before completing this section.)
 Description:

 Course#: _____ Title: _____
 This course is (circle one): Mandatory/Elective for: _____ credits. Instructor: _____

I certify that I have reviewed the offer or employment and the proposed employment meets one of the criteria described in Section II, Part 3 of this form. Based on the information I have provided, I recommend that the International Students Office authorize this student for employment under federal regulations for Curricular Practical Training

Signature of Faculty Internship Advisor or Co-op Coordinator	Date
Print Name	Title
Department	Extension

Return form to: Michael J. Fekete Director, International Student Services Office, Student Services Office, Student Union Building. FAX: 815/838-8092. Questions? Call: 815/836-5549

Sample Employers Letter for Curricular Practical Training

Ocean Blue, Inc.
1492 Santa Maria Drive
Atlantic City, New Jersey 07777
201-555-1212

April 1, 2016

Mr. Christopher Columbus
10 Water Street
Death Valley, CA

Dear Mr. Columbus:

This is to confirm that Ocean Blue, Inc., is offering you (part time or full time) employment as a Small Craft Pilot for 8 months starting June 1, 2000. Your salary will be \$30,000. This employment will serve as "curricular practical training" while you are pursuing your Bachelor of Science program in Navigation and Aquatics at Parched Desert University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars in shallow salt water, without striking bathers.

The location of your training program will be the company boatyard in Atlantic City, and the waters off the city beaches.

Your training supervisor will be Mr. Amerigo Vespucci, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work for 20 hours each week.
On behalf of the company, I welcome you to Ocean Blue.

Sincerely, Nina Pinta
Director of Personnel