



Curricular Practical Training F1 International Student

What is curricular practical training (CPT)?

CPT is alternate work/study, internship, cooperative education, clerkship, or optional/required internship or practicum, available only while the student is in F-1 status before completion of the educational objective. CPT is authorized part-time (20 hours or less per week) and Graduate programs are exception to this rule.

CPT Eligibility Requirement:

- Undergraduates: Must have been enrolled full-time for at least one full academic year.
- Graduates: Exempted from the one full academic year requirement.
- Employment must be integral or relevant to your established curriculum.
- Training that is required of all students or optional for your degree or track.
- Register for the appropriate credits before applying for CPT; if you cannot receive course/ research credits for the work experience, you cannot be authorized for CPT.
- Must be in good academic standing and maintain good academic standing throughout the duration of employment (3.0 or higher for graduate students and 2.0 or higher for undergraduate students).
- Must have a valid employment/ internship/ training offer related to the student's degree (paid or unpaid).

Types of Employment:

- Multiple employers: You may work for more than one employer, but all jobs must be related to your field.
- Work for hire: Commonly referred to as 1099 or Independent Contractor Employment; keep evidence of the duration of contract periods and the name and address of the contracting company.
- Self-employed business owner: You can start a business or be self-employed while on OPT. You should be able to prove that you have the proper business licenses and that it is related to your degree program.
- Employment through an agency or consulting firm is also allowed.
- Unpaid Employment: You may work as a volunteer or unpaid intern, where this practice does not violate any labor laws.

CPT – OPT eligibility:

- You can do unlimited part-time CPT while completing your program; it will not affect your OPT. However, if you choose to do full-time CPT and you exceed 365 days of full-time CPT, then you will no longer be eligible for OPT.
- When you apply for CPT, your I-20 can only be authorized for 1 year, if you decide to continue, then you have to re-apply again.

How to apply for CPT?

1. You must be enrolled in classes, be in good academic standing, and maintain good academic standing throughout the duration of employment.
2. Receive a job offer – but do not accept it yet.
3. Complete Section I of CPT application form (see page 3).
4. Ask your employer to complete the CPT addendum (see page 5).
5. Send your CPT application form and job offer to your Academic Advisor.
 - a. The job offer should include ALL of the following information:
 - i. Student’s full name
 - ii. Job title
 - iii. Job description
 - iv. Start and end date of employment
 - v. Employer’s name, title, address, email, phone number, & signature
 - vi. Company logo
6. Your academic advisor will email your complete CPT application to the ISGSS office for final review.
7. You will receive your updated I-20 with CPT authorization within 2-3 business days.

Important reminders:

- **Changes on current CPT:** must be reported and emailed to the ISGSS@LEWISU.EDU immediately.
- **Extension or change of employer:** you need to submit a letter from your previous employer stating you no longer work for them or get a letter with updated end date of employment. You will have to repeat step 1 in applying for CPT again for your new employer.

You must submit your CPT application **AT LEAST TWO WEEKS BEFORE** your employment start date to ensure you are authorized to work on time. If you submit your application later than that, we cannot guarantee that you will be authorized to work by your requested start date of employment. Please note that F-1 students are required to have their CPT I-20 in hand on their first day of employment.



Curricular Practical Training (CPT) Application Form

This form must be accompanied by a letter of employment from your proposed employer.

SECTION I: TO BE COMPLETED BY THE STUDENT

Full Name:	
Lewis ID Number:	
SEVIS ID Number:	
Program of Study:	Degree Level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral/PhD
CPT Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:
<input type="checkbox"/> My current/ mailing address <u>and</u> permanent/home country address information is complete and up to date in the MyLewis Portal. <i>Not updating your address properly may result to denial of CPT.</i>	

Job title or position:	
Employer name:	
Employment start date:	Employment end date:
<input type="checkbox"/> Part-time (20hrs/ less) or <input type="checkbox"/> Full-time (40hrs max.)	
Physical employer address (street, city, state, zip code):	
Is this a remote position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • If remote, indicate your remote work location (street, city, state, zip code): 	

Explain how this CPT employment is integral to or related to your program of study.

(maximum of 500 characters)

Periods of previous CPT, if any since you entered the USA. (Put N/A if there is none).

Start and end date	Full time or Part Time	Employer/ Location

Periods of previous OPT, if any since you entered the USA. (Put N/A if there is none).

Start and end date	Full time or Part Time	Employer/ Location

SIGNATURE OF STUDENT:
DATE SIGNED:



SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR

Please only endorse this form after the student has an offer of employment and verify that the employment is directly related to the student's current major or program of study.

1. Student is currently in good academic standing. Yes No, student is in first semester.
 - a. GPA of 3.0 or higher for graduate students/2.0 or higher for undergraduate students. **Current GPA** _____
2. Student's expected program completion date (mm/dd/yyyy): _____
3. The CPT employment is directly related to the student's major and is necessary to fulfill ONE of the following academic objectives:

- Satisfies a course requirement offered by Lewis University
 Course Title/ Number: _____ Instructor: _____
- A Lewis University program or required non-credit internship/ practicum:
 Course Title/ Number: _____ Instructor: _____
- (Graduate students only) An off-campus placement arranged by Lewis University to pursue graduate thesis or dissertation. Attached a letter that includes the following:
 - Explanation of the research objectives of the off-campus placement related 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
 - Signature of Academic Advisor and co-signature of one of either the director of graduate programs, department chair, or dean.
- If the proposed training is NOT REQUIRED for graduation, describe how and why it is an integral part of the student's curriculum, as well as information about the appropriate related course in which the student will be enrolled.

 Course Title/ Number: _____ Instructor: _____

I certify that I have reviewed the employment offer and it meets one of the criteria described in Section II #4 of this form. Based on the information I have provided, I recommend that the International Student and Global Scholar Services Office authorize this student for employment under federal regulations for Curricular Practical Training. I understand the final decision is subject to the review and approval of the International Students and Global Scholars Services Office at Lewis University.

Advisor signature:	Date:
Advisor name:	Title:
Department:	Extension:

Return this signed form to: International Student and Global Scholar Services Office. Email: ISGSS@LEWISU.EDU

Curricular Practical Training (CPT) Employer Addendum

This form is for the proposed employer only: Please fill out all required sections and sign to acknowledge understanding the terms of Curricular Practical Training work authorization.

SECTION I:

Student Name:
Student's Job Title/ Position:
Employment start date:
Employment end date:
Company name:
Company address:
Supervisor Name and E-mail:

This is an addendum to the offer already extended to student named above for the job position, start and end date, and name of employer stated above.

The student will work (choose one):

- 20 hours per week (part-time)
- more than 20 hours per week (full-time)

SECTION II:

The student will be authorized to conduct this employment through CPT authorization under the F-1 student visa regulations provided by the International Student and Global Scholar Services of Lewis University. This means that:

- The job duties and responsibilities of the student must be integral or relevant to their established curriculum.
- The terms of the student's employment will be reviewed by ISGSS to ensure they meet eligibility for the CPT work authorization. ISGSS will notify the student if any adjustments to the terms are needed, to be eligible for CPT.
- Lewis University will issue the student's work authorization on a Form I-20 that lists the student's CPT authorization, and the student will only be authorized to work according to the conditions noted on the form (dates, employer, weekly work hours).
- Student should maintain good academic standing while on CPT and the internship experience will be evaluated by the student's academic advisor to ensure that it fulfills the requirements for the academic course or program.

EMPLOYER ACKNOWLEDGEMENT:

I am aware that the student's employment will be authorized through the Curricular Practical Training (CPT) work authorization of the F-1 student visa.

EMPLOYER NAME:	TITLE:
EMPLOYER SIGNATURE:	EMAIL ADDRESS:

Return this signed form to: International Student and Global Scholar Services Office. Email: ISGSS@LEWISU.EDU