

CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

WHAT IS CURRICULAR PRACTICAL TRAINING?

The U.S. Citizenship and Immigration Services, formerly INS, defines Curricular Practical Training (CPT) as employment which is an integral part of an established 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.” [8 CFR 214.2(f)(10)(i).]

****Please note that the USCIS defines “employment” as any type of service for which a benefit, including academic credit, is received. Therefore, even if you will not be getting paid for your internship, you should obtain CPT authorization.**

TYPES OF EMPLOYMENT THAT QUALIFIES FOR CPT

The following guidelines must be followed when considering CPT. In order to be considered for Curricular Practical Training authorization, your proposed employment must satisfy the following conditions:

1. It is an internship, practicum or other type of employment that is required of all students in your degree program or is a necessary component of the “track” or field of study that you have chosen within your major. **The employment MUST be related to student’s field of study and appropriate to the student’s degree level.**
2. It is taken for credit toward the degree; a student wishing to be employed under CPT must be registered for the appropriate course/credits during the term in which the employment will occur (including summer internships). **No retroactions will be permitted.**
3. The course you register for is an established part of an academic curriculum and therefore, is listed in the GCC course catalog.
4. The employment will be evaluated by a faculty member at Genesee Community College.

DO I NEED CPT IF I JUST WANT TO “VOLUNTEER”?

Yes. Even if you want to “volunteer” at an off-campus location without receiving payment, you should have special off-campus authorization (CPT or OPT). Please speak to the International Student Advisor to discuss which authorization is appropriate for your situation.

WHAT IF THE MAJOR DOES NOT OFFER AN INTERNSHIP, CO-OP OR PRACTICUM?

If your department/major does not offer an internship as part of the curriculum, then you may not be able to pursue this type of employment. Please be aware that CPT is directly linked to the curriculum of your major and not every F-1 student at GCC will have the opportunity to utilize CPT. **CPT is not meant to be a convenient employment opportunity for international students. It must have a valid purpose in the student’s program of study. If you are looking for employment opportunities you should consider OPT.**

FULL-TIME VS. PART-TIME

1. **Part-time Curricular Practical Training** – Employment for 20 hours or less is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in CPT, you must be simultaneously enrolled full-time during the fall and spring semesters in order to maintain lawful F-1 status.
2. **Full-time Curricular Practical Training** – Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT).

STUDENT ELIGIBILITY REQUIREMENTS FOR CPT

To be eligible for Curricular Practical Training, you must provide evidence, in addition to the conditions stated above, that:

1. You are currently in valid F-1 status AND
2. You have been in lawful status and a full-time student for at least one academic year (two semesters) AND
3. You have a job offer for an internship from a specific employer with established beginning and ending dates.

COURSE REGISTRATION GUIDELINES

1. You must maintain your full-time registration at GCC while you are on CPT, except during the summer when you are not required to be full-time.
2. You must register for the internship or independent study credits for your work experience.
3. CPT can only be authorized for the semester during which the credits are taken.
4. You may not engage in FULL-TIME CPT while school is in session, only during summer or winter break. If you must work FULL-TIME you need to apply for Off Campus Employment, but this is only in extreme circumstances. Please see the international student advisor for details.

HOW LONG DOES IT TAKE TO PROCESS THE CPT APPLICATION?

The CPT applications will be reviewed on a case-by-case basis. If CPT is approved, the International Student Services Office will update your information into SEVIS (Student and Exchange Visitor Information System), and will print a new I-20, endorsed with your CPT authorization. There is no need to send anything to U.S.C.I.S. so the process should not take more than one week after your materials have been received.

WHEN CAN I START WORKING?

Curricular Practical Training authorization is only valid for the period between the beginning and ending dates endorsed on the form I-20. **Retroactive authorizations will not be granted.**

MAY I CHANGE EMPLOYERS WITH CPT AUTHORIZATION?

No, CPT (unlike OPT) is employer-specific. Separate applications for CPT are required if you want to work for different employers. Likewise, if you want to extend your CPT employment period, you will need to submit another application.

WHAT IF I WANT TO EXTEND MY INTERNSHIP AND MY CPT?

When authorized for CPT, you are permitted to work only from the specified beginning date through the specified ending date. If you need to extend your employment authorization, you will need to submit another CPT application. Please keep processing times in mind and submit your "extension" application in a timely manner.

APPLYING FOR CPT

To apply for Curricular Practical Training, submit the following to the International Student Advisor's Office in C222:

- 1. CPT Student Request Form**
- 2. A copy of the job offer letter you obtained from the employer.** The job offer letter must be on company letterhead.
- 3. Employer verification Form**
- 4. Recommendation from supervising faculty member** indicating that the specific internship is required for degree completion and is approved by the academic department.
- 5. Proof of registration for the Curricular Practical Training Credits** (may be obtained in the Records Office).

Important points to remember:

- You are still required to register full-time if you are authorized for CPT.
- **You may begin CPT ONLY after you have received a SEVIS Form I-20 endorsed by the DSO for CPT.**
- Curricular Practical Training that exceeds 20 hours per week constitutes full-time CPT.
- The CPT application process must be completed prior to the student's first day of work.

Please contact the International Student Advisor if you have any questions about the requirements for Curricular Practical Training.

Amy Cleveland
International Student Advisor
Genesee Community College
Office: Advisement C222
Email: alcleveland@genesee.edu
Telephone: 585-343-0055 Ext 6409

Updated 11/2008

Student CPT Request Form

*This form is only necessary if you will have a PAID internship.

First Name: _____ Last Name: _____

Local Address: _____

Telephone Number: _____

Social Security # (or Student ID): _____

Course Number: _____

General description of why the CPT is crucial to your major:

Position: _____

Employer: _____

Employer's

Address: _____

Start Date: _____ End Date: _____

I have read the information on Curricular Practical Training. I am aware that I am only allowed by USCIS regulations to accept employment with the employer and dates listed above once authorized by my International Student Advisor. I am not allowed to change employers or dates without expressed consent of my International Student Advisor. I understand that I am required to maintain 12 credits during the regular academic semester while on CPT (full or part time). I must maintain my F-1 status in order to continue eligibility for this CPT authorization. By signing this form, I acknowledge my understanding of my CPT and F-1 responsibilities.

Your signature

Date

To be completed by International Student Advisor:

Date authorized in SEVIS: _____ FULL TIME PART TIME

Date employment to begin: _____ Date employment to end: _____

Authorized Employer: _____

PSDO/DSO Approval: _____

GUIDELINES FOR SUPERVISING FACULTY MEMBER'S RECOMMENDATION FOR CPT

Curricular Practical Training (CPT) is defined as employment which is directly related to the student's field of study, an established part of an academic curriculum and identified as such in the course catalog. It is an internship, practicum, or other type of employment that is either required for the degree program or taken for credit toward the degree. CPT authorization allows international students in F-1 visa status to fully participate in academic programs having a work component as part of the curriculum. *CPT is only for students being remunerated for their work. If they are not receiving compensation, they are volunteering and do not need CPT. **CPT is not meant to be a convenient employment opportunity for international students. CPT must have a valid purpose in the student's program of study.**

TO BE COMPLETED BY THE SUPERVISING FACULTY MEMBER – NOT THE STUDENT

Faculty Member name and position: _____

Student Name: _____

I.D. Number: _____ **Major:** _____

Number of Credits for the Employment: _____

Course Designation (#) for CPT: _____ **Semester of Registration:** _____

Beginning Date of Employment: _____ **Ending Date of Employment:** _____

Employer's Name:

Employer's Address:

Title of Position:

Job Duties:

Evaluation Method/Grading Scale (e.g. written reports, journal, site visits, etc) _____

Signature of Supervising Faculty Member

Date Submitted

Curricular Practical Training

~Information for Employers~

What is CPT?

Curricular Practical Training (CPT) is a work authorization granted to students in F-1 visa status. It is designed to enable students to apply knowledge and practice skills that are gained in their academic program and is most often used for internships. Employment may be paid or unpaid and may take place anywhere in the US. CPT is granted in accordance with US immigration law by a Designated School Official (DSO) who has been authorized to do so by the federal government. The employer does not have to file any application with the Department of Labor or US Citizenship and Immigration Services to employ the student.

What does the employer have to do?

The employer needs only to extend the job or internship offer as they would with any other applicant and complete the Employer Verification Form. The student will provide you with the Employer Verification Form. This form will ask for specific information required by US immigration regulations such as number of hours per week, title, job responsibilities, and location of employment (street address). Many employers also offer students a letter of employment. Coordinating with the student's academic advisor, the DSO will authorize the CPT and give the student a document called a Form I-20 indicating the authorization. The CPT authorization is found on page 3 of the I-20 document and will bear an original signature of the DSO as well as the name and location of the employer and dates of employment.

How long is the work authorization valid?

The period of validity is indicated on page 3 of the I-20.

What if I want to employ the student after his/her CPT work authorization expires?

If you wish to continue the employment after the initial period of CPT ends, you may discuss the option of extending the CPT with the student. During the Fall and Spring Semesters, the student may be authorized for a maximum of 20 hours per week of CPT; during official break periods (Summer Break, Winter Break), the student may be authorized for full time CPT employment (i.e. more than 20 hours per week). After the student graduates, he/she may be eligible for Optional Practical Training (OPT). OPT is granted directly by US Citizenship and Immigration Services and also requires no petition or application by the employer.

Can I have a legal citation from the law for more information on CPT?

Sure, take a look at 8 CFR 214.2 (f) (10) (i)

If you have any questions or concerns regarding the employment of international students, please do not hesitate to contact Amy Cleveland, International Student Advisor, at:

Genesee Community College
One College Road * Batavia, NY 14020
Tel. (585) 343-0055 ext 6409* Fax (585) 345-6810
alcleveland@genesee.edu

*Thanks to Broome Community College for letting us adapt and use their information.

EMPLOYER VERIFICATION FORM

To the student: Please complete the top portion and submit form to your prospective employer. Once completed, the form should be returned to your International Student Advisor.

First Name: _____ Last Name: _____

Local Address: _____

Telephone Number: _____

Social Security # : _____

(If you do not have a Social Security card, you will need to speak to the International Student Advisor as soon as possible.)

Major: _____

I give permission for my prospective employer to complete the following information needed by my International Student Advisor for authorization of Curricular Practical Training (CPT).

Your signature

Date

To prospective employer: Please complete the following information regarding the job offer for the above named student. The form can be return to the student or directly to the International Student Advisor at the below address/fax. Thank you.

Supervisor's Name: _____

Title: _____

Company: _____

Company Address: _____

Phone Number: _____

Number of hours expected per week: _____

Date employment to begin: _____

Date employment to end: _____

General Job Description of work student will be involved in that relates to major:

Your signature

Date

Please return to:
Amy Cleveland
International Student Advisor
Genesee Community College
One College Road
Batavia, NY 14020
Tel: 585-343-0055 ext. 6409
Or FAX to 585-345-6810