



# Curricular Practical Training Under SEVIS

## What is Curricular Practical Training?

Curricular Practical Training is temporary employment that the U.S. ICE 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 US ICE 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.

## What is the process for obtaining Curricular Practical Training?

You should complete the following four steps well in advance of the date you wish to begin employment using Curricular Practical Training:

- Meet with your faculty advisor, the internship course faculty supervisor, or co-op program coordinator to arrange placement with an employer as needed. You should also obtain the completed recommendation form. Please note this is only a recommendation. The final decision as to whether to grant or deny the CPT requests rests with the DSO in the International Student Services Office.
- After the employment is arranged, have your internship course instructor, academic advisor, or co-op coordinator complete the attached form, entitled “Curricular Practical Training Recommendation for F-1 Students.”
- If the employment is part of a course, you must generally register for that course during the semester or summer session for which the CPT will be authorized to take place. The ISS must be able to verify in the university registration system that you have registered for the course.
- Schedule an appointment to meet with an ISS advisor at least two weeks before the start of your proposed employment. Bring the following documentation to your appointment:
  1. Passport, I-94, current SEVIS I-20 and all previous copies of your I-20 ID
  2. Completed Form I-538, Section A, Items 1-8, sign and date form. To download this form go to: <http://www.immigration.gov/graphics/formsfee/forms/i-538.htm>
  3. Completed “Verification of Student’s Status by Advisor for Curricular Practical Training Form
  4. Copy of letter of offer from your prospective employer. The letter of offer must outline the position offered, dates of proposed employment, whether the position is part time or full time, the name of your supervisor, location where you will work, and the duties and responsibilities of the position. (See attached sample). Please note that the regulatory language provides for employment other than a position specifically entitled an "internship" so long as it meets the other regulatory requirements for CPT. Similarly, the position need not be temporary as long as the student and the employer understand the time limits for which CPT have been granted and that the student may not continue to work for the employer without a further grant of CPT or some other employment authorization as provided under U.S. Immigration law.

**If approved, the International Student Services Office will then provide the student written authorization by recording the authorization in SEVIS and by issuing a new SEVIS I-20 with a notation before the work begins.** US ICE approval is not required. The student must continue to maintain a full course of study in F-1 status (or be granted an exception from full time enrollment). There are some exceptions from the full time enrollment requirement for some students engaged in CPT, but this must be granted in advance by the DSO.

If you have received one year or more of full-time curricular practical training, you will *not* be eligible for post-completion optional practical training.

### Examples of Curricular Practical Training

The following are some, but not an exhaustive list of possible types of Curricular Practical Training:

*Example 1*

An example of employment appropriate for practical training is supervised fieldwork required for a Master of Social Work degree. All MSW candidates are required to work with a different social services agency each semester in a four semester program. In no case may the “field work instruction” requirement be waived.

*Example 2*

A student studying marketing for his MBA may also qualify for CPT if one of the options available to fulfill the concentration in marketing is a paid internship, even though it is not required of all MBA students. 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. Even if an internship is not required of all students, if it is necessary for the individual student’s particular course or plan of work, the employment would qualify for CPT.

*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 Important 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 I-20. You should keep this SEVIS I-20 with your previously issued SEVIS I-20 and all other I-20's previously issued to you. Within three days of beginning employment, you must complete a US ICE Form I-9 (Employment Eligibility Verification). It is recommended that you use the new SEVIS I-20 with the CPT endorsement, your passport, and your I-94 in order to meet the documentary requirements of the Form I-9. You should not assume that you will be granted further CPT and should cease employment unless and until you receive further employment authorization.

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## ACADEMIC ADVISOR RECOMMENDATION FOR F-1 STUDENTS REQUESTING CURRICULAR PRATICAL 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: (Month/day/year): \_\_\_\_\_ Country of birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Student ID# \_\_\_\_\_ Date of initial arrival in U.S.: \_\_\_\_\_ 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."

| From date to date | full time or part time | Location |
|-------------------|------------------------|----------|
|                   |                        |          |
|                   |                        |          |
|                   |                        |          |

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

| From date to date | full time or part time | Location |
|-------------------|------------------------|----------|
|                   |                        |          |
|                   |                        |          |

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

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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 and Immigration Services**

**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 fulfill 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: \_\_\_\_\_

**Continued on next page**

\_\_\_ b) Does this student's degree program require an internship or practicum? \_\_\_ YES \_\_\_ NO  
 If yes, please list the courses in which the student is **required** to enroll to complete the degree:  
 Course # \_\_\_\_\_ Title: \_\_\_\_\_  
 This course is (circle one): Mandatory / Elective for \_\_\_\_\_ credits instructor: \_\_\_\_\_

\_\_\_ c) A Lewis University cooperative education (co-op) program or required non-credit internship/practicum.  
 Course # \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_ 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 students 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: \_\_\_\_\_ 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.

|   |                    |
|---|--------------------|
| _____<br>Signature of Faculty Internship Advisor or Co-op Coordinator | _____<br>Date      |
| _____<br>Print Name   | _____<br>Title     |
| _____<br>Department   | _____<br>Extension |

Return form to: Annette Vitale-Salajanu, Director, International Student Services Office, Student Services Office, Student Union Building.  
 FAX: 815/838-8092. Questions? Call:815/836-5635.  
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Sample Employers Letter for Curricular Practical Training

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

April 1, 2000

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