

## Curricular Practical Training for Students on F-1 Visas

**Curricular practical training (CPT)** is defined by the U.S. Citizenship and Immigration Services (USCIS) as employment that is an integral or important part of a student's curriculum. It may include internships/practicums (required or not required) or a co-op program. Employment not required by the degree program or arranged through an approved co-op agreement must earn academic credit. The employment must be related to the student's major field. Earning academic credit for the CPT authorization requires that a student register for a Directed Study course, Independent Study course, or a course in the established curriculum that requires the employment. Thesis or credits or FTE courses cannot be used for CPT. The enrollment should occur during the semester in which the employment begins or as close to the beginning of the CPT as possible. A student's failure to enroll for and complete the course violates the CPT regulations and will jeopardize a student's legal status. International Student Services (ISS) provides the authorization for CPT. Once students satisfy all requirements for their degree program, they lose eligibility for CPT. Graduate students are not eligible to apply for CPT after they have completed their defense.

### Eligibility Requirements

- Students must have completed one full academic year (nine months of full-time studies) and must be pursuing an academic program. An exception to this rule allows graduate students to participate in CPT at the beginning of their program if it is a requirement of the degree.
- Part-time or full-time employment may be authorized depending on eligibility.
- Students cannot extend their programs for the purpose of employment. If students have an incomplete their final semester, they are not eligible for CPT after that term.

- Full-time authorization may be requested during the summer and winter vacation periods.
- Full-time employment authorization is available under the following conditions:
  - Student has completed all course requirements for the degree and is working full-time on research or thesis.
  - Student is participating in co-op or required internship that requires full-time work.
  - Student intends to participate in the employment during the summer vacation period or semester breaks.

### Note

- Part-time employment authorization is defined as 20 hours/week or less. Full-time is more than 20 hours/week. A student holding on-campus employment (including an assistantship) must add the on-campus hours when determining total hours to be worked under the curricular category.
  - For example, if a student holds a 50% assistantship and has been offered an internship off campus for 20 hours/week, the total work hours will be 40 hours/week and will require full-time CPT authorization.
- Students cannot extend their programs for the purpose of employment. If students have an incomplete their final semester, they are not eligible for CPT after that term.
- Students in Plan C Programs  
Plan C programs are coursework only. Students are expected to complete their courses during the term for which they are registered, including Plan C projects. A student with an incomplete their final semester is not eligible for CPT after that term.

## Authorization

- At the University of Minnesota Duluth, ISS may authorize curricular practical training for part-time or full-time employment. ISS cannot authorize CPT for more than one year per application. Students can apply for a maximum of 1 year of CPT at a time with 1 course credit.
- Allow a minimum of 5 business days for ISS to process CPT applications.
- The authorization is generated through SEVIS and will be noted on I-20 Page 2. The I-20 will indicate the dates of authorization, the employer name, and location.
- Once CPT has been authorized, it cannot be changed, voided, or restored if the time was not used for practical training.
- Students cannot begin employment until they have their new Form I-20 with Page 2 reflecting the CPT authorization in hand.
- If a student applies for CPT based on an internship that they will receive credit for, ISS requires that the student show registration for the course that corresponds to this CPT application. Failure to register for the course that corresponds with each CPT application will result in the loss of F-1 status and termination of the student's SEVIS record. Registration needs to be done before submitting a CPT application.
- Immigration regulations mandate that CPT authorization not delay the student's completion of studies. If students have been authorized 12 months or more of full-time CPT, they will not be eligible for a program extension if unable to finish all degree requirements by the completion date noted on the I-20. Students cannot extend their Academic program for the purpose of employment.
- Undergraduate students and Plan C students must be registered for at least one course in addition to the CPT course in their final semester.
- Students who have been granted a program extension are not eligible to apply for full-time CPT.
- Students who have received 12 months or more of full-time CPT are not eligible for optional practical training. Part-time CPT does not affect eligibility for optional practical training.

## CPT Extensions for Students Receiving Course Credit for CPT

- If a student wants to extend CPT authorization with the current employer(s) for less than one month, the student may submit a letter from their course instructor indicating:
  - ⇒ The CPT course number, name, and semester of registration
  - ⇒ That the requirements for the course have changed
  - ⇒ The new ending date of the employment
- For extensions of less than one month with a different employer, the CPT course instructor's letter should additionally indicate:
  - ⇒ That the employer has changed
  - ⇒ The employer's name and full address (street, city, state, and zip code)
  - ⇒ The effective date of the new employment
- If a student wants to extend CPT authorization for one month or more, the student will need to submit a completely new CPT application to an F-1 advisor and either register for a new CPT course or add at least one additional credit to the current CPT course.

## Application Procedure

Submit the following items to the international student adviser:

- Student Request/Academic Adviser Verification
- Course Description form or evidence of the internship/practicum requirement or co-op approval from college/department
- Copy of job offer letter
- Financial Certification statement (if I-20 financial information will change by greater than 25 percent)
- Reduced Course Load form(s), if necessary

You CANNOT begin employment under curricular practical training without approval from the international student adviser.

**STUDENT REQUEST** *Student will complete this portion.*

1. Student Name \_\_\_\_\_  
Family Name First Name Middle Name

2. UMD Student ID# \_\_\_\_\_ 3. Sevis ID# \_\_\_\_\_

4. Email \_\_\_\_\_ 5. Phone \_\_\_\_\_

6. Academic Major on I-20 \_\_\_\_\_ Degree Level on I-20 (e.g. BA, BS, MA, MS, PhD) \_\_\_\_\_

7. Students completing a master's program, check on:  Plan A  Plan B  Plan C or coursework only

8. I-20 expiration date \_\_\_\_\_ Passport expiration date \_\_\_\_\_ Visa expiration date \_\_\_\_\_  
Month/Day/Year Month/Day/Year Month/Day/Year

9. For my CPT, I will work \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year  
I will work \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year  
I will work \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year

10. During the above period, I will work on campus (non-curricular employment)  
for \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year

11. Check "YES" for one of the following:

- A) The proposed internship/practicum is **required** in my degree program  Yes  No  
Evidence of the employment requirement for your degree program must be attached
- B) I will receive course credit for the internship  Yes  No  
(A completed Course Description Form must be attached)  
Course title and number: \_\_\_\_\_
- C) I will participate in a co-op program  Yes  No  
(Co-ops are formalized partnership programs established between departments and companies.)  
(Evidence of the co-op approval from your college or department must be attached)

12. I have  I have not  completed all course requirements for my degree. If you have not, when do you expect to complete the course requirements? \_\_\_\_\_

13. Describe proposed employment \_\_\_\_\_

14. Curricular practical training employer name (please print) \_\_\_\_\_

Employer Address \_\_\_\_\_  
Street Address (P.O. Box) City State Zip Code

I certify that the above information is correct. I understand that it is my responsibility to register for the required internship or elective course to satisfy the immigration service's (USCIS) curricular practical training regulation. I am aware that when I have satisfied all requirements for my degree that I am no longer eligible to pursue curricular practical training. I understand that if I am requesting part-time curricular practical training authorization, my total work hours (including any on-campus employment) cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study. If I am requesting full-time employment authorization during the academic year, I attest to the following: 1) that I will continue to work full-time on my research/thesis and 2) that the full-time employment will not impede the progress of my academic program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACADEMIC ADVISER VERIFICATION** *Academic adviser will complete this portion.*

**To the Academic Adviser:**

Please review the Student Request for Curricular Practical Training completed by the student. Curricular Practical Training (CPT) is work authorization for employment that is an integral or important part of the student's curriculum and related to their major field of study as noted on the student's I-20 (see item 6 on the Student Request form). If a student has satisfied all requirements for their degree program, including submission of plan B, thesis, etc., the student is NOT eligible to pursue curricular practical training. Students in Plan C programs can only work full time CPT during vacation periods before completion of coursework. They are expected to complete their courses during the term for which they are registered, including Plan C projects.

CPT can be authorized under one of the following conditions:

- if it is required by the degree program
- if it is an elective internship and the student is enrolled for a course requiring the employment
- if it is an approved UMD co-op program.

Pursuit of CPT should not delay the student's completion of studies. Your verification of the information the student has provided on the Student Request form is needed to insure that the University of Minnesota Duluth is in compliance with immigration regulations.

I agree with the information.       I disagree with the information (*please briefly state why in the Comments space below.*)

Academic Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (*Please print*) \_\_\_\_\_ Phone \_\_\_\_\_

Department or college \_\_\_\_\_

Comments \_\_\_\_\_

**FOR ISS USE ONLY**

Curricular Practical Training for \_\_\_\_\_ hours/week from (date) \_\_\_\_\_ to \_\_\_\_\_

Curricular Practical Training for \_\_\_\_\_ hours/week from (date) \_\_\_\_\_ to \_\_\_\_\_

Curricular Practical Training for \_\_\_\_\_ hours/week from (date) \_\_\_\_\_ to \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Financial Info                   | <input type="checkbox"/> Registered for CPT course (No thesis credits or FTE) |
| <input type="checkbox"/> Program Plan                     | <input type="checkbox"/> Previously authorized for full-time CPT              |
| <input type="checkbox"/> Holds                            | Number of months _____  |
| <input type="checkbox"/> Completed one full academic year | <input type="checkbox"/> Program extension granted for this degree            |
|   | <input type="checkbox"/> Job Offer Letter                                     |

Date submitted to ISS \_\_\_\_\_

Advisors Initials \_\_\_\_\_

**Adviser Comments:**

# UNIVERSITY OF MINNESOTA DULUTH

## COURSE DESCRIPTION

To Course Instructor:

(FOR F-1 CURRICULAR PRACTICAL TRAINING)

Curricular practical training is a form of F-1 student work authorization issued by International Student Services (ISS) under the Federal Regulation 8 CFR 213.2 (F) (10) (i). The authorization allows a student to work in a job directly related to his/her field of study as noted on the student's I-20. Employment that is not required by the degree program is considered elective, and U.S. federal regulations state that a student must receive course credit to participate in elective employment. Consequently, the student must enroll for a course that requires his/her participation in the specified employment. The course can be Directed Study or Independent Study or a course already in the established curriculum that requires employment. Thesis credits or FTE courses cannot be used for CPT. Please review the I-20 information on the Student Request Form to insure that the employment is related to the degree and major noted on the student's I-20 section 3 - Program of Study on the I-20).

To insure that the course complies with the requirements of the visa regulation, please complete the information below. Course instructors may add additional requirements to the course as they deem necessary. Employment authorization cannot exceed one year and the student will be expected to get an Incomplete for the course until the employment/course requirement has been completed. Please contact an adviser at ISS with questions regarding course requirements for curricular practical training 218-726-7305.

**IMPORTANT: Students who apply for CPT must provide an unofficial transcript which shows enrollment for course credit for the course and term indicated below. The CPT application will not be processed without evidence of enrollment for course credit at the time the application is submitted.**

I am verifying that \_\_\_\_\_ will be employed  
(Student's name)

as a \_\_\_\_\_ at \_\_\_\_\_  
(Position) (Employer)

They will receive \_\_\_\_\_ of credits during \_\_\_\_\_ semester  
(Number) (Semester and Year)

for course \_\_\_\_\_ .  
(Course designator and number)

Employment for \_\_\_\_\_ hours/week between \_\_\_\_\_ for \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

Employment for \_\_\_\_\_ hours/week between \_\_\_\_\_ for \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

Employment for \_\_\_\_\_ hours/week between \_\_\_\_\_ for \_\_\_\_\_ is a requirement for this course.  
(Month/Day/Year) (Month/Day/Year)

\*A final grade should not be given prior to the student's employment end date.

Please attach a brief description of the course, including all requirements.

\_\_\_\_\_  
Signature of Course Instructor Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Department or college \_\_\_\_\_