

Curricular Practical Training (CPT) Application Packet

Purpose

This packet is designed for students in lawful F-1 status. It provides information on a type of work permission which the U.S. Citizenship and Immigration Service (USCIS) calls Curricular Practical Training or CPT.

Definition of Curricular Practical Training

Curricular Practical Training (CPT) is a type of authorization that allows students to accept a paid or un-paid work experience or internship in a student's major field of study. CPT is limited to practical training opportunities that are fulfilling a curricular academic objective. To be considered for CPT, the opportunity must not only be related to the student's major field of study but also must be either required or an integral part of the academic program. USCIS prohibits the authorization of CPT issued for the primary purpose of facilitating employment. CPT cannot be utilized for a work experience or internship that is solely beneficial for career development.

Part-Time vs. Full-Time CPT

Part-Time CPT Most students are eligible for part-time CPT or employment for 20 hours or less per week
Full-Time CPT Students may be eligible for full-time CPT or employment for more than 20 hours per week

Undergraduate and Graduate students with coursework remaining can only participate in full-time CPT during official school breaks (including Winter Session). Doctoral students may be eligible to do full-time CPT during the regular semester if all coursework (including seminars) is completed. If applying for full time CPT during the Fall or Spring terms, Doctoral students should also submit a [Graduate Coursework Completion Form](#).

Note 1: The third page of your I-20 will specify permission to engage in part time or full-time CPT.

Note 2: You must be careful to limit your employment to the place, dates and hours that have been authorized on the third page of your I-20.

Note 3: If you participate in twelve months or more of full-time CPT, you will not be eligible for Optional Practical Training (OPT).

Conditions

Your academic advisor must confirm on the CPT Recommendation Form which of the following conditions applies to your CPT experience:

Condition #1

CPT satisfies a requirement expected of ALL students in this program or curricular track in order to graduate. A copy of the requirement as published in the general catalog must be submitted with the application. The student must enroll in the required units and they may count towards full time enrollment.

Condition #2

(Doctoral Students Only) CPT is required for collecting data or conducting research for their dissertation. Advisor must explain in detail why the data must be collected off campus and the approximate length of time needed for data collection. Students in the final year of their program may need to submit additional information regarding remaining program requirements. Students must register in 900 level research or dissertation units and they may be counted towards full time enrollment.

Condition #3

Use of this condition is limited to **one CPT per major, not to exceed one semester/term (fall/spring/summer)**, and it may not unduly delay program completion. Check all applicable boxes listed below:

CPT is an integral part of an established curriculum and will be used to satisfy an internship or practicum elective which counts toward completion of the degree. The elective units must be included in the SAPR for undergraduate students. Graduate students must submit a copy of their degree plan and program description which includes these units. Student must register for the internship or practicum units in their major department and they will count towards full time enrollment.

CPT is part of a formal, structured cooperative agreement between The University of Arizona and the employer. Student will need to submit a copy of the cooperative agreement as well as written explanation as to how it is monitored by The University of Arizona. Student must register for the internship or practicum units in their major department and they will count towards full time enrollment.

Master's student that needs to collect data for thesis or Master's project. Student must register in 900 level thesis or project units and they will count towards full time enrollment.

Student Eligibility

- Must be enrolled full-time for one academic year prior to participating in CPT
- Meet minimum GPA requirements:
 - *Graduate students must have a minimum cumulative GPA of 3.00
 - *Undergraduates must have a minimum cumulative GPA of 2.50
- Must be enrolled full-time while participating in CPT (except during official university breaks)
- Must register for practicum or internship course in degree program for term the CPT is authorized.
 - *If your department does not offer a specific internship or practicum course, you will not qualify for CPT, but you might qualify for OPT. For more information on OPT please see the [OPT Packet](#) on our website.
- Undergraduate students must have advanced standing
- Students enrolled in English language training programs are not eligible for CPT
- CPT May not unduly delay the student's program completion date.

Note 1: Students wishing to have additional CPT must reapply every semester. The length of time cannot exceed the semester dates with the exception of Fall semester. For example, if you are not graduating in December, you may do CPT until the day before Spring classes begin. Summer CPT may run from the day after the Spring semester ends until the day before the Fall semester begins, but you will need to register for the CPT during the first Summer session.

Note 2: Regulations require that students make normal progress towards degree completion. Students who receive a program extension or incomplete in a course may impact eligibility for CPT.

Note 3: CPTs under Conditions #2 and #3 will not be approved in a student's last semester.

Note 4: Students must enroll in the appropriate units for CPT experiences during summer sessions. Student will enroll in the units for the session when they begin their CPT experience.

Application and Authorization Procedures

If your CPT opportunity meets one of the conditions described on the first page of the CPT packet and you meet all eligibility requirements mentioned above, you must submit the following paperwork to ISPS and you must also meet with an International Student Advisor.

- 1) [Document Request Form](#)
- 2) Your current I-20
- 3) CPT Recommendation Form completed by Academic Advisor printed on departmental letterhead
- 4) Letter from employer including roles and responsibilities of position, name of company, address, number of hours per week, and begin and end date of internship printed on employer letterhead. Missing information in this letter will result in delayed processing of the CPT request.

Note 1: Please submit all the above paperwork together. Do not submit paperwork later than 2 weeks prior to your proposed start date as International Student Programs and Services (ISPS) requires that time for processing and the authorization cannot be backdated.

Note 2: You can neither begin working until your CPT has been approved nor continue employment beyond the date authorized on your I-20. Working improperly or without authorization is a serious violation of your status.

Note 3: Be mindful of the Bursar's schedule for registration changes, census fee charges and refund deadlines.

Additional Employment Information

When you begin work, you and your employer must complete a form entitled "Employment Eligibility Verification" (INS form I-9), which the employer retains. The Form I-9 must be updated each time you receive a renewal of your work permission. In general, F-1 students who have been in the U.S. less than five years are exempt from Social Security (F.I.C.A.) taxes. Your earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withheld taxes can be refunded.

Further Information

Additional information on F-1 employment is available from the International Student Programs and Services website <http://internationalstudents.arizona.edu>. Students are encouraged to meet with an ISPS advisor if they

have any questions. **The CPT Packet provides general guidelines on CPT eligibility and application procedures. Each case will be reviewed on its own merits.**

**CPT Recommendation Form
To be Completed by Academic Advisor**

*Please note that this form must be printed on letterhead

This letter is to recommend that the following student be given permission to engage in Curricular Practical Training (CPT).

Student Name _____ Country of Citizenship _____

Student ID Number _____ Anticipated Graduation Date (mm/dd/yy) _____

CPT Start Date _____ End Date _____ Number of hours to work per week _____

Name of Company _____

Physical Address _____

Job Title _____ Degree Level _____ Major _____

Current cumulative GPA _____

Please check one of the following conditions:

Condition #1

CPT satisfies a requirement expected of ALL students in this program or curricular track in order to graduate. A copy of the requirement as published in the general catalog must be submitted with the application. The student must enroll in the required units and they may count towards full time enrollment.

Condition #2

(Doctoral Students Only) CPT is required for collecting data or conducting research for their dissertation. Advisor must explain in detail why the data must be collected off campus and the approximate length of time needed for data collection. Students in the final year of their program may need to submit additional information regarding remaining program requirements. Students must register in 900 level research or dissertation units and they may be counted towards full time enrollment.

Detailed explanation of data and amount of time needed for CPT authorization:

Condition #3

Use of this condition is limited to one CPT experience per major and it may not unduly delay program completion. Check all applicable boxes listed below:

CPT is an integral part of an established curriculum and will be used to satisfy an internship or practicum elective which counts toward completion of the degree. The elective units must be included in the SAPR for undergraduate students. Graduate students must submit a copy of their degree plan and program description which includes these units. Student must register for the internship or practicum units in their major department and they will count towards full time enrollment.

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This Section is Required of All Applicants

Explain how the training is relevant to student's degree program. Include a description of the position, educational objectives and learning activities that will be met by participating in this CPT opportunity. If the student has had previous CPT, include detailed information on how this experience will be different from the previous one.

This student will enroll concurrently for _____ during (Fall/Spring/Sum1/Sum2) 20____.
(course title and number)

As the student's Academic Advisor I have set forth the nature and details of the Curricular Practical Training. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter I recommend that you authorize this student to participate in the CPT program that I have described. I attest that this CPT experience will be utilized to fulfill an academic curricular academic objective and is not solely for career development. I understand that CPT is granted within the parameter of F-1 regulations and monitored by the Department of Homeland Security (DHS). This recommendation is added to the student's file and used as supporting documentation in the event of an audit by Immigration and Customs Enforcement or other DHS entities.

Sincerely,

Signature of the Academic Advisor Date

Name and title of the Academic Advisor (please print or type)

Advisor email

Advisor phone

Student Signature Date

For Condition #2 the Faculty Advisor must also sign:

Signature of the Faculty Advisor Date

Name and title of the Faculty Advisor (please print or type)

Advisor email

Advisor phone _____

Sample Employer Letter for F-1 Curricular Practical Training (CPT)

*Please note that this letter must be printed on letterhead from your prospective employer and include the following items as in the sample below. Missing information will result in delayed processing of the CPT request.

Date: _____

To Whom It May Concern:

I hereby verify that (full name of employee) has been offered a position at (name of company) under the following terms:

CPT Start Date _____ End Date _____ Number of hours to work per week _____

Name of Company _____

Physical Address _____

Job Title _____

Role and responsibilities of the position:

Name of Supervisor: _____

Supervisor Email: _____

Supervisor Phone: _____

(Signature of Supervisor or Human Resources Representative)

Date