



Curricular Practical Training

International Students and Scholars Program CENTER FOR INTERNATIONAL PROGRAMS

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Paid full or part-time work and paid internships for F-1 students who are attending school full-time may be allowed under USCIS regulations to be employed off-campus through "Curricular Practical Training (CPT)". There are certain requirements the student must meet as well as requirements for the employment. F1 students **MUST have permission** from the Center for International Programs **before** they are employed off-campus in a position where they will receive any financial or other reimbursement for their work.

To qualify for Curricular Practical Training, you must meet the following requirements:

- You must have been enrolled full-time in F-1 (Student) status for a full academic year (9 months).
- You must be in good academic standing with Marshall University.
- The work or internship must be directly related to your field of study (major). USCIS defines CPT as "alternative 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." In some cases, the CPT may be an optional, not-for-credit training opportunity, but it must be an integral part of an established curriculum.

To receive approval for Curricular Practical Training, present the following items to the Center for International Programs:

- The "Action Request Form" completed with the box "Curricular Practical Training" checked.
- The "Application for Practical training" completed and signed by you and your academic advisor. Your Academic Advisor or Dean must complete the information below and sign.
- A letter from your employer stating your job title and a short summary of your responsibilities

If all the above documents are submitted and the PDSO/DSO approves your request, a new SEVIS I-20 will be generated and endorsed with the Curricular Practical Training authorization on the third page of your I-20 and you are only authorized to work during the dates listed. Should you change your work or internship employers, or need to extend to another term, you will be required to file another application.

There is no limit on the amount of part-time CPT employment allowed for students, but use of full-time CPT is limited to 11 months due to USCIS denying OPT employment for students who have used 12 months or more of full-time CPT employment.

PLEASE NOTE: Although the regulations state that there is no limit to the amount of part-time CPT that you can do and still be granted OPT, recent indications are that adjudicators are taking a total of both part-time CPT and full-time CPT and if the sum of both is close to a year, USCIS, in many cases, are denying OPT applications.

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN:

Please explain how employment is related to student's field of study (**REQUIRED**): _____

As the student's Academic Advisor or Dean, I have reviewed the practical training program requirements outlined above and I confirm that the student and the employment meet the requirements as stated above. With my signature below, I recommend that you authorize this student to participate in practical training.

Print Name: _____

Signature: _____ Date: _____

(See reverse side)



Curricular Practical Training

APPLICATION FOR PRACTICAL TRAINING (CPT/OPT) F-1 VISA STUDENTS ONLY

To Be Completed By Student:

Name: _____ Student ID: 901-_____-_____

Address: _____

Telephone: (____) _____ Major: _____

Level of Study: Undergraduate Graduate

If you are a graduate student, have you completed all course work: Yes No

Expected date of graduation: _____

Complete the following section for Curricular Practical Training (CPT):

Name of Employer: _____

Address of Employer: _____

Name of Supervisor: _____ Telephone: (____) _____

Number of Hours Per Week: Part-time (1-20 hrs) Full-time (21-40 hrs)

Dates of employment: from _____ to _____

- The training is:
- A required part of my degree program
 - Being taken for credit (please include department and course info)
 - Other (specify): _____

TO BE COMPLETED BY THE STUDENT:

I hereby apply for a period of practical training related to my F-1 non-immigrant status. I have read and understand the guidelines for the practical training I am applying for as stated on the back of this form. I understand that if the CPT is granted, I am responsible for maintaining my F-1 status. I understand that my authorization for CPT is valid only for the employer and the dates listed on the third page of my I-20. Should I wish to undertake CPT employment with any other company, extend my CPT or change anything related to my CPT, I must receive permission from the CPT PRIOR to doing so.

Signature of Student: _____ Date: _____