

## Curricular Practical Training Information Sheet F-1 Students

### What is CPT?

Based on federal statute {8C.F.R. 214.2 (f)(10)(i)}, CPT is permission for an international student to legally work off-campus at a temporary job to gain professional experience that is directly related to the student's academic majors. The training must be "an integral part of an established curriculum."

CPT is defined as "alternate work/study, internship, [or] cooperative education." CPT employment:

1. must be either a required or integral part of the student's established curriculum.
2. must count for academic credit in a university course in which the student has enrolled, and the employment must be a legitimate and normal requirement of the course.
3. must be directly related to the student's current PSU academic major.
4. must be done during the semester in which the student is enrolled in the course in which he/she will receive academic credit for the employment.
5. may be either part time or full time, but 12 months of full-time CPT will disqualify a student from applying for post-graduation Optional Practical Training.
6. is authorized for a specific job and time period. As an academic requirement, CPT normally falls within the limits of an academic semester.
7. is done before the student's academic program is complete.

### What are the requirements?

In order to be approved for CPT, students:

1. must have been enrolled as full-time students for at least one academic year. Graduate students may be approved for CPT before the one-year requirement is met if the employment is required for the student's academic program.
2. must have maintained their immigration status as F-1 students.
3. must be enrolled as full-time students when part-time CPT is done during the academic year.
4. must enroll in a course for which the employment will count for academic credit.
5. must have an actual job offer.
6. not have completed all course requirements. These students cannot apply for CPT unless the employment will provide data that will be published or significantly contribute to a student's thesis or equivalent.
7. must complete the employment during the period of authorization.

### What documents are needed?

1. A job offer letter that:
  - a. is on the hiring company's letterhead and states the company's address and phone number.
  - b. states the student's job title and job responsibilities.
  - c. states the hours per week which the student will work.
  - d. states specific beginning and ending dates of employment.
  - e. is signed by the employer.
2. A recommendation form completed by the student's department chair or Internship Coordinator/Faculty of Record (College of Technology) - included in this packet.
3. An I-20 which authorizes CPT. Employment cannot begin until this I-20 is issued by the International Programs & Services Office (IPSO).

### What is the role of a student's Department Chair or Internship Coordinator/Faculty of Record?

The student's department chair or internship coordinator/Faculty of Record (College of Technology) completes a recommendation form which verifies that:

1. the employment is a required or an integral (See above: What is CPT?) part of the student's current academic major.

2. the job offer letter is applicable to the student's field of study.
3. the student will receive academic credit in a university course.

**What is the role of the International Programs & Services Office?**

1. IPSO counsels students and answers their questions about CPT.
2. IPSO authorizes CPT for eligible F-1 students.
3. IPSO issues an I-20 which authorizes CPT.
4. IPSO communicates with the department chair and internship coordinator/Faculty of Record about CPT questions.

**How do students apply?**

1. Make an appointment with Jeff Hashman, [jhashman@pittstate.edu](mailto:jhashman@pittstate.edu), 235-4383, or Vickie Mense, [vmense@pittstate.edu](mailto:vmense@pittstate.edu), 235-4680
2. Make sure that you have enrolled in the class needed for CPT, or you will not be approved.
3. Bring the following to your appointment with Jeff Hashman:
  - Department Chair/Internship Coordinator Recommendation Form (Attached)
  - Job Offer Letter from Employer

If you have any questions about CPT, please contact the International Programs & Services Office, or you may contact Jeff Hashman~Ext. 4383~Email [jhashman@pittstate.edu](mailto:jhashman@pittstate.edu)

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

Section A: To be completed by the student:

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

PSU ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street Address) (Apt. Number)

(City) (State) (Zip Code)

Requested period of CPT: Start (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ End (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_

Section B: To be completed by the student's department chair or internship coordinator (College of Technology requires both):

1. Educational Level: (check one)  Bachelor  Master  Ed.S 2. Major: \_\_\_\_\_

3. Expected date of completion of all degree requirements (mm/dd/year): \_\_\_/\_\_\_/\_\_\_

4. Name of the proposed employer: \_\_\_\_\_

5. Address of the proposed employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Proposed employment start date (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ & end date (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ (See Dates in Section A above.)

7. Proposed employment hours per week: \_\_\_\_\_

8. Academic credit will be awarded as follows:

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_ Semester & Year Credit will be awarded: \_\_\_\_\_

Explain how the proposed employment will fulfill requirements of the course listed above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Check one of the following two options:

The employment is a **required** part of the student's curriculum.

The employment is **not required** by the student's curriculum, but it is an **integral** (very important) part of the student's academic program as described below. (PSU's policy is that the employment does not have to be **required** to approve CPT, but the employment must provide experience that is directly related to the student's current PSU major, enhance the student's academic program, and receive academic credit.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby recommend the above mentioned student for the employment described on this form.*

Department Chair:

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Coordinator/Faculty of Record (College of Technology):

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_ Email: \_\_\_\_\_