

Curricular Practical Training Information Sheet F-1 Students

What is CPT?

Based on federal statute {8C.F.R. 214.2 (f)(10)(i)}, Curricular Practical Training (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 major. The training must be "an integral part of an established curriculum."

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

1. is a required or integral part of a student's established curriculum.
2. is directly related to the student's current PSU academic major.
3. receives academic credit in a university course as a legitimate course requirement.
4. is done during the semester in which a student is enrolled in the course for which he/she will receive academic credit for the CPT experience.
5. may be either part time or full time. Part-time CPT is 20 hours per week or less. Full time CPT is more than 20 hours per week. If students completes 12 months of full-time CPT, they will not qualify for Optional Practical Training.
6. is authorized for a specific job and time period. As an academic requirement, CPT normally falls within the limits of one academic semester.
7. is done during a student's academic program. CPT cannot be authorized after a student's academic program has ended.

What are the requirements?

1. Students must be enrolled as full-time students for at least one academic year.
2. Students must be in legal immigration status as F-1 students.
3. Students must be enrolled as full-time students when CPT is done during the academic year. The exception is when a required internship is done during a student's final semester and fewer credit hours than full-time are needed to graduate. Work hours may not be counted as part of a student's full-course of study.
4. Students must enroll in a course for which the CPT experience will count for academic credit.
5. Students must have an actual job offer.
6. Students who have completed all course requirements cannot apply for CPT unless an internship is required by all students in a given program or will provide data that will be published or significantly contribute to a student's thesis or equivalent.
7. Students who have maintained unbroken F-1 immigration status and are beginning a second degree at PSU may be authorized for part-time CPT during the first semester of the second degree. The student must be in residence in Pittsburgh attending classes during the CPT. Second degree students must complete one semester of coursework applicable to the second degree in residence before applying for full-time CPT.

What documents are needed?

1. A job offer letter that:
 - a. is on the hiring company's letterhead and states the company's street 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 (mm/dd/yy-mm/dd/yy), for example, 01/17/17-05/12/17.
 - 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. MBA students will receive their recommendation from the MBA Program Director. The College of Business requires students to submit information for CPT authorization at least 30 days before authorization of CPT.
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 CPT experience is a required or an integral 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 for the CPT experience.

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 a school official in the International office: iss@pittstate.edu or 620/235-4680.
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 Brenda Hawkins:
 - ☐ Department Chair/Internship Coordinator Recommendation Form (Attached)
 - ☐ Job Offer Letter from Employer

If you have any questions about CPT, please contact iss@pittstate.edu or 620/235-4680.

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) ____/____/____ Part-time (20 hours or less) ____ Full-time (40 hours or more) ____

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. I have viewed and approved the student's job offer letter. Yes: _____ No: _____

5. Name of Employer: _____

Address of internship site: _____

5. 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:

6. 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. You may write "as described above" if it is the same as how the employment will fulfill course requirements. (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.)

Based on the information I have been provided, I hereby recommend the above mentioned student for the CPT experience described on this form.

Department Chair/Program Director:

Name Printed: _____ Signature: _____ Date: _____

Dept: _____ Phone/Ext: _____ Email: _____

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

Name Printed: _____ Signature: _____ Date: _____

Dept: _____ Phone/Ext: _____ Email: _____