

## Application Form for Curricular Practical Training (CPT)

Curricular Practical Training (CPT) may be used to obtain off-campus work authorization for internships or other work integral (essential or fundamental) to your major degree of study. You are eligible for CPT if you will have been enrolled in your academic program for a full academic year by the start of your internship and have maintained a valid F-1 status. An exception exists for students in graduate studies whose programs require earlier training.

CPT must be integral to a student's program of study. This would be evidenced by your ability to register for the appropriate credit bearing academic course. Examples of this are a Capstone, internship elective or a course that has been deemed by your academic advisor to have a fundamental need for this internship. In order to apply, you must first receive an internship offer and then follow the instructions below:

First...

- Fill out the student section of the CPT recommendation form **completely** and then ask your academic advisor to complete the advisor section of the form. **This must be completed by the advisor NOT the student.**

Then...

- Submit the application to the Department of International Student & Scholar Services (OISSS) at least two weeks before you plan to begin the internship.
- The application should include the completed CPT recommendation form and the offer letter. The offer letter must be issued on company letterhead and include:
  - Start and end dates of the internship
  - Number of hours per week
  - Duties as related to your program of study
  - Site of employment

\*CPT is authorized on a semester-by-semester basis. The full application must be submitted to this office before each semester that you seek work authorization.

## Frequently Asked Questions

### 1. What is Curricular Practical Training?

Curricular Practical Training or CPT as it is commonly referred to, is defined by F-1 student regulations as “alternate 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 university”. In other words, to be considered for CPT, the work must be related to the student’s major field of study and must be an integral part of an established curriculum.

### 2. What are the eligibility requirements for CPT?

In addition to the academic requirement, a student in F-1 status must have been enrolled full-time at The City College of New York for at least one full academic year in the current degree program. Graduate students may begin earlier if their program *requires* an internship earlier. Undergraduate students must have a declared major. Eligible students must be maintaining good academic standing and must be in good immigration standing.

### 3. Does the student have to be registered while on CPT?

In the Fall and Spring semesters the student must be registered for a full course load of study including the internship related course. Summer internships must be tied to a Spring or Fall course, that immediately precedes or follows the internship.

### 4. How many hours may a student work while on CPT?

A student may be authorized for part time or full time work. Part time work consists of no more than 20 hours per week. Full time authorization would allow for more than 20 work hours per week. The second page of the I-20 will specify the permission to engage in either full time or part time work.

### 5. Does CPT authorization impact the Optional Practical Training (OPT) eligibility?

Using 12 months of full time CPT would make a student ineligible for OPT authorization. Hours worked when authorized for part time CPT does not count the time allotted for OPT. It is important to note however, that USCIS pays close attention to work authorizations provided to students. This may include the number of authorizations received and if the internship can actually be considered employment rather than a legitimate internship opportunity.

### 6. What proof of work authorization should be provided to the employer?

The I-20 form authorizing CPT must be provided to the employer prior to your start of employment. They should also receive copies of your passport and I-94.

### 7. Can CPT take place in another state?

CPT may only be performed in a state neighboring New York during the Fall and Spring semesters. Summer internships may be performed anywhere in the U.S. as long as it meets the internship course requirements.

### 8. What if the program and/or internship does not meet any of the eligibility requirements for CPT?

If the CPT eligibility requirements do not fit your situation, or you do not want to enroll for an elective internship course in your degree program, then Pre-Completion OPT may be an option. Please contact OISSS for information on this process.

# Recommendation Form for CPT

## Student Section

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

CUNYFirst ID: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_

Major: \_\_\_\_\_

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

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

Last semester at CCNY:  Yes  No

Please list any previous CPT authorizations:

(circle one) Full time / Part time: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

(circle one) Full time / Part time: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

(circle one) Full time / Part time: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

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## INTERNSHIP INFORMATION

Company Name: \_\_\_\_\_

Job location (this must be the actual site where your internship is being conducted)

Street address: \_\_\_\_\_ Suite/room #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Semester for which CPT is being requested:

Fall Semester  January intersession  Spring Semester  Summer

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## STUDENT CERTIFICATION

I understand that by completing this form, and choosing with an advisor, the method by which the employment will fulfill a curricular requirement, that I am agreeing to abide by the regulations set forth by the U.S. government as it pertains to CPT authorizations. I further understand that I should discuss any changes to the internship or academic component with this office, and if I do not complete the internship or academic requirement related to this CPT, I will be in violation of my status and the work will be considered unauthorized.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Academic Advisor Section

This form provides us with the necessary information to grant international students in F-1 status CPT work authorization. The work must be fulfilling a curricular requirement in one of the ways described below. The academic advisor must complete this section of the form. By completing and signing this form, you are certifying that this internship and the related academic credit is a legitimate aspect of the students' degree program.

In order for the student to qualify for CPT, the student must either receive credit in a course in the students' major field of study or participate in an internship that is used towards the dissertation (PhD) or student teaching or fieldwork (Education).

An academic advisor must certify and check ONE of the following:

- The internship has been deemed by the academic advisor to be very closely related to a course that the student is currently registered and receiving credit for. The course must be taken concurrently or in the semester immediately before or following the internship.

Course code: \_\_\_\_\_ Course Name: \_\_\_\_\_ # of credits: \_\_\_\_

Semester student will be registered for the course: \_\_\_\_\_

- The internship/fieldwork is an established part of the students' degree program and appears in CCNY's online catalog.
- This CPT includes a cooperative agreement between CCNY and the employer. A copy of the agreement should be attached to this application.
- Registered for an independent study that has been tailored directly to the internship. The course must be taken concurrently or in the semester immediately before or following the internship.

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### ACADEMIC ADVISOR CERTIFICATION

As the students' academic advisor, I certify that this internship is integral for the student's academic program (major) of study.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Ext: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_