

What type of work experience qualifies as CPT? You may apply for CPT if the work experience is an integral part of the degree program. This includes any type of required internship, or any required work for which course credit is received. The internship must be directly related to your academic program.

Am I eligible to apply? In order to apply, you must have completed one academic year as a full-time student, unless you are in a master's program and it is required for you to start right away. Students must also be in good standing with immigration. You must also be registered for a full-time course load (with the exception of summer).

How much CPT can I use? Will it affect my eligibility for OPT in the future? Students are not limited to the amount of CPT they may utilize; however, students who have engaged in one year or more of full-time CPT are not eligible for Optional Practical Training (OPT). Part-time curricular practical training is not counted towards OPT eligibility. Generally, CPT is authorized as part-time during the academic year.

How do I apply?

Obtain an internship offer letter from your prospective employer on company letterhead specifying: your job title and responsibilities, whether the internship is full-time or part-time and the dates of employment. Complete the CPT Certification Form on the other side. Submit proof of eligibility for CPT. All requests take 5 working days to complete. *Do not work until you receive the new I-20*

Can I begin my internship while I'm waiting for authorization? No. You MUST be approved for CPT before your internship begins and have a CPT I-20 issued from our office. We do not back-date CPT authorization, so make sure you plan early and submit an application well before your internship is scheduled to begin. You should allow at least 5 working days for us to process the application.

Can I change my employer, the dates, or my status as full-time or part-time once I've been approved? No. You may only work for the employer listed on your I-20, for the specific dates listed, and only full-time or part-time as authorized. Any changes require an entire new application packet and would necessitate a new CPT I-20.

What do I need to do to renew my CPT authorization next quarter? You must submit all new documentation (including a new offer letter and a new recommendation letter) along with a new CPT certification form for each quarter in which you would like to work. You must also continue to register for the internship course each quarter, as necessary.

I'm a graduate student. What if I'm also working part-time on-campus as a TA or a GSR? What if I have a fellowship? If the combined time you plan to work (both CPT and on-campus employment) exceeds 20 hours per week, you should contact the Graduate Studies and/or your Departmental Advisor to discuss how this will affect your funding (fellowship, etc.). Working more than 20 hours total may be considered full-time employment by either your department or the Graduate Division and will affect your funding, so please check with them.

What dates can I request for my CPT? Can I work during breaks between quarters or after my program is finished? The dates of your CPT authorization must match the dates of the quarter in which you will do your internship. If are approved for CPT during the summer and will enroll in a full-time course load for the fall to continue in your program, you may be eligible to have your CPT extended to cover the break between summer and fall. If you will complete your program in the summer, your CPT must end by the last day of the summer quarter.

Your primary purpose is to study and obtain a degree. Employment cannot get in the way of these requirements nor can you gain employment eligibility without the permission request listed below. Doing so could result in termination of your F-1 status.

Student InformationName of Student: _____
Last, First Middle

SID Number: _____ SEVIS Number: N _____

Major: _____ [] Bachelor's Degree [] Master's Degree

___ Job Offer Letter Required**Internship Summary**

Name of Employer: _____

Employer's Address: _____
Street Number, Street Name, Bldg. Name, and/or Suite Number, if applicable; City, State, Zip Code

Job Title: Internship Dates: Starting _____ End _____

 Part time CPT (20 hours per week or less) Full time CPT (over 20 hours per week.)

I promise to monitor my time on full-time CPT and not work longer than 11 months if I wish to participate in OPT.

___ Eligibility Paperwork Required**Eligibility Information**

Please select the most appropriate:

- Internship – Provide Internship paperwork received in the class plus proof of registration
- Required for program – Please bring catalog printout, department handbook printout or other department literature as proof of requirement.
- Student in in the Master's program in College of Business and Public Administration
- Obtain a letter from an academic advisor stating how the position enhances the student's educational goals:
 - The goals and objectives of the specific academic training program;
 - A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;
 - How the academic training relates to the student's major field of study;
 - and Why it is an integral or critical part of the academic program of the student.

My signature below indicates I have read the FAQs on the reverse side and I understand the requirements for CPT and maintenance of my F-1 status. I also understand that authorization will only be for the approved employer and dates above, in one quarter increments. I will contact the CISP for any information I don't understand. I will not work without permission.

Signature _____ Date _____

NOTE: If you need a Social Security Number, please apply for a social security letter at the same time.