What is Curricular Practical Training (CPT)?
CPT is a curricular requirement that allows F-1 students to gain temporary work authorization in order to complete course requirements in their “major area of study”. According to the Code of Federal Regulations, CPT is “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 school” [8 CFR § 214.2(f)(10)(i)]. The regulations state that CPT must be an integral part of an established curriculum.

Who is eligible to apply for CPT?
Students who meet certain conditions may be eligible for CPT:
1) Student is in valid F-1 status.
2) Student has been lawfully enrolled on a full-time basis at a SEVIS approved school for one academic year prior to applying for CPT.
3) Student is required to pursue practical training/employment to meet curricular requirements of a course/program in his/her major area of study.

When may I apply for CPT?
You may apply for CPT after meeting the preconditions listed above and either attending a CPT/OPT Workshop or reviewing the CPT PowerPoint online. Dates for workshops and the PowerPoint can be found at: http://oiss.rice.edu/studentwork/

Steps for CPT Authorization
Attend one of the many CPT/OPT workshops held by OISS each semester and/or review the CPT PowerPoint.
Current workshop schedule and PowerPoint are available at http://oiss.rice.edu/studentwork

Make an appointment to see an OISS advisor if you have follow-up questions
Contact OISS at 713-348-6095 or oiss@rice.edu or stop by the office in Lovett Hall

a) Obtain a job offer letter
The offer letter must be on official letterhead and include:
- Brief statement of the job,
- Start and end dates of position (start date must be in the future and end date should be before end of current semester according to http://registrar.rice.edu/calendars/)
- Number of hours per week,
- Job location (street address, city, state, zip code)

b) Have your Academic Advisor complete the CPT Recommendation Form.

c) Turn in required attachments with the CPT Recommendation Form.
- If CPT is based on enrollment in a course in the major field of study, include:
  o Proof of class registration
  o Official course description accessed from courses.rice.edu
- If CPT is based on requirement of degree program, include:
  o General Announcements description of degree program requirements
- If CPT is based on research for thesis/dissertation, include:
  o Statement from Advisor on the form describing how work is integral to research

Submit the offer letter, CPT Recommendation form, required attachments, and Summer Contract (if applicable) to OISS at least one week before the intended start date of the CPT. Be sure to pick up your new I-20 with the CPT authorization before you start your position.
CPT Authorization Form for Graduate Students

To be completed by STUDENT

Name: ___________________________ ID#: S0__________

Email Address: _______________________ Phone Number: ________________

Major Field of Study: ____________________________

Employer Name: ___________________________ Job Title: ____________________________

Employer Address: ____________________________

State Date: ___________________________ End Date: ___________________________ Hours per week: ____________

(*must be in the future) (*must be before the end of the semester following the Rice academic calendar)

Attestation:

- I have attended a CPT/OPT workshop and/or reviewed the CPT PPT online.
- I understand that the practical training experience must be directly related to my major field of study.
- I understand that I can work no more than 20 hours per week when school is in session and can only work during the period authorized on my current I-20 for my current employer.
- If any information changes, I will meet with OISS first.
- I understand that if I begin practical training without getting authorization first, my status will be terminated and I will have to return home immediately.

Signature: ___________________________ Date: _______________

To be completed by ACADEMIC ADVISOR

CURRICULAR JUSTIFICATION: To qualify for CPT, the student’s employment must meet one of the following qualifications:

a) required for completion of course,  b) integral to thesis/dissertation research,  c) required part of degree program. The Academic Advisor must certify and check one of the following:

A) __The student will enroll in a course for which an off-campus component is part of the established curriculum in the major field of study and required to receive a grade. The course must be taken either in the same semester as the employment or in the fall semester if the work/practicum is in the summer. (The CPT Summer Contract can be found at oiss.rice.edu/summer-CPT).__

Course Number: ________ Course Name: ____________________________

Semester student will enroll in course: __Fall    __Spring  __Summer    Academic year: 20____

Official course description from courses.rice.edu verifies practical training is required for course completion.  __Yes  __No*

*If no, please include the Sample Course Instructor Verification Memo (http://oiss.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147484010 detailing what the student will do and how it is an integral part of the course.

Name of course Instructor: ___________________________ Signature: ___________________________ Date: _______________

B) __The work/practicum will form an integral part of graduate research for a thesis or dissertation, and the student will be registered for research hours during the period of the off-campus experience. Explain how the research will form a part of the thesis or dissertation. [Note: The work/practicum cannot simply be RELATED to the thesis, it must be an INTEGRAL part of the research]

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

C) __The work/practicum is required for the student’s degree program. This should be a requirement that is published in Rice University’s General Announcements.

Attestation:

I have reviewed the offer letter and CPT form and certify that this curricular practical experience is directly related to the student’s major degree plan. In addition, I understand that this information will be reported to the Department of Homeland Security.

Name of Academic Advisor: ___________________________ Signature: ___________________________

Date: _______________ Email: ___________________________ Phone Extension: _______________