

What is Curricular Practical Training (CPT)?

CPT is a curricular requirement that allows F-1 students to gain temporary work authorization (“practical training”) 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 TO APPLY FOR CPT 2017-2018

STEP 1: 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>

STEP 2: 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

STEP 3:

1. Obtain a job offer letter on official letterhead**.
2. Have your Course Instructor *and* Faculty Academic Advisor fill out this form.
3. Turn in required attachments with the CPT Application Form.
 - A. If CPT is based on enrollment in a course in the major field of study, include:
 - Proof of class registration***
 - Official course description accessed from courses.rice.edu
 - B. If CPT is based on research for thesis/dissertation, include:
 - Statement from Advisor on the CPT Application Form describing how work is integral to research
 - C. If CPT is based on requirement of degree program, include:
 - General Announcements (ga.rice.edu) description of degree program requirements

****PLEASE NOTE THAT THE OFFER LETTER MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:**

- Start and end dates of the position (*please see a detailed breakdown of possible dates on the following page*)
- Number of hours per week (*up to 20 hours/week if position is part-time*)
- Specific address where work will take place (*including street address, city, state and zip code*)
- Brief description of job duties/responsibilities

***In the case of summer CPT that is tied to a fall semester course, proof of class registration is not required, but the information must be confirmed on the student SOU (page 2) and under the Course Instructor question 2a (page 3). OISS will perform an audit at the beginning of the fall semester to ensure compliance with course enrollment.

STEP 4: Submit the offer letter, CPT Application Form, and required attachments to OISS at least one week before the intended start date of the CPT. Be sure to pick up your new I-20 with CPT authorization before you start your position!



F-1 Graduate Student Curricular Practical Training (CPT) GRADUATE STUDENT FORM

OISS recommends applying for CPT as soon as possible. OISS needs at least 1 week to process a complete CPT application. Please print clearly.

Name: _____ ID#: S0 _____

Email Address: _____ Phone Number: _____

Major Field of Study: _____

Degree Level (check one): MBA Professional Master's (non-thesis) Master's (Thesis) / Doctorate

Employer Name: _____ Job Title: _____

If you are working remotely at an off-site location, please indicate the off- site address:

Street address _____ City _____ State _____ Zip code _____

Employment Start Date: _____ End Date: _____ Hours per week: _____

APPROVAL DATES –CPT is approved on a semester basis and is employer-specific. Requested dates should fall within the ranges listed below and a separate form should be submitted for each employer and/or term.

Summer 2017: May 4, 2017 – August 20, 2017 (Can be full-time)

Fall 2017: August 21, 2017 – December 13, 2017 (No more than 20 hours/week)

Spring 2018: December 14 – January 7, 2018 (Can be full-time); January 8, 2018 – May 2, 2018 (No more than 20hours/week)

Summer 2018: May 3, 2018 – August 18, 2018 (Can be full-time)

Student F-1 CPT Statement of Understanding

As a condition of your F-1 CPT status, please read carefully, **initial** each statement, and sign at the bottom.

____ 1. I have reviewed the CPT form and completed all the steps as outlined on page 1.

____ 2 I understand that the practical training experience must be directly related to my major field of study.

____ 3. 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.

____ 4. I understand that if any of my CPT information changes, I must meet with OISS prior to change taking effect.

____ 5. I understand that in order for OISS to process my CPT, the offer letter I provide must include specific dates, number of hours, location and description of my position.

____ 6. 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.

____ 7. ****For summer CPT based on a fall course**** I understand that as a condition of my CPT approval during the summer, I must enroll in the fall course indicated on this CPT request. Failure to complete the course this fall semester would not only make my CPT invalid, but would also terminate my F-1 status in SEVIS based on “unauthorized employment” and require me to depart the United States.

By signing below, I understand and have read the F-1 CPT Statement of Understanding and agree to comply with the U.S. Department of Homeland Security (DHS), and U.S. Citizenship and Immigration Services (USCIS) immigration regulations throughout my time in F-1 status. I will adhere to these guidelines and contact OISS if I have any questions.

Signature: _____ Date: _____

For OISS Use Only

I have reviewed that the CPT request included the following:

Complete offer letter Completed CPT request forms Course Description Registration Proof Statement from advisor or program description

OISS Authorization Granted for: Part-Time CPT Full-Time CPT Not Granted if CPT not based on a course

Approved by: _____ Date: _____



F-1 Graduate Student Curricular Practical Training (CPT)
COURSE INSTRUCTOR & RICE FACULTY ADVISOR FORM

THIS PART IS FILLED OUT BY THE STUDENT:

CPT recommendation for the following student (please print clearly):

Name: _____ ID#: S0 _____
 Employer Name: _____ Job Title: _____
 Employment Start Date: _____ End Date: _____ Hours per week: _____

To be completed by ACADEMIC ADVISOR

CURRICULAR JUSTIFICATION: To qualify for CPT, the Academic Advisor must certify and check below that the student's employment meets one of the following qualifications.

- A) ___ **The student will enroll in a course** that is *integral* to the student's major area of study and for which an off-campus component is part of the established curriculum and required to receive a grade. The course must be taken either in the same semester as the practical training, or it may be taken in the fall semester if the practical training is in the summer.

IF JUSTIFICATION A IS SELECTED, THIS PART MUST BE FILLED OUT BY THE COURSE INSTRUCTOR:

1. The student will register for the following course:
 Course Number: _____ Course Name: _____ Credits: _____

2. Semester student will take course: Summer 2017 Fall 2017*** Spring 2018 Summer 2018
 ***If the CPT takes place in the summer in connection with a fall semester course, please answer the following:
 a. I confirm that the course listed above will be offered in the fall semester and contains an off-campus employment requirement either to receive a grade or to successfully complete the course: Yes No

3. I have reviewed the offer letter and consider this practical training to be integral to the completion of the course requirements: Yes No

4. I confirm that this Curricular Practical Training is integral and/or required for the completion of the course listed above. I understand that this information will be reported to the Department of Homeland Security as required by [8 CFR § 214.2(f)(10)(i)]. Yes No
Additional documentation may be requested by OISS in cases that require further immigration compliance.

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. Please explain how the research will form a part of the thesis or dissertation: [NOTE: The work/practicum cannot simply be RELATED to the thesis/dissertation, it must be an INTEGRAL part of the research.]
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- 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 (ga.rice.edu).

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 as required by [8 CFR § 214.2(f)(10)(i)].

Name: _____ Email: _____ Date: _____
 Signature: _____ Phone Extension: _____