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

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

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

3) 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)

4) Have your course instructor and Major Academic Advisor fill out this form.
3) Turn in required attachments with the CPT Recommendation Form.
   - Proof of class registration
   - Screen shot verifying all majors and minors from Esther
   - General Announcements description of course (if you are taking SOSC 421, ENGI 330, or ENGI 530 you do not need to include)

Submit the offer letter, CPT Recommendation Form, proof of registration 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 Undergraduates

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: _______________

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

Attestation:
• I have gone to a workshop and/or reviewed the CPT PPT online. See http://oiss.rice.edu/studentwork for more information.
• 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 COURSE INSTRUCTOR

Student will enroll in a course for which an off-campus component is part of the established curriculum and required to receive course credit. If an off-campus component is a course requirement, the course instructor must fill out the information below. 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. If summer, please also complete a CPT Summer Contract (oiss.rice.edu/summer-CPT).

Course Number: _________________  Course Name: _______________________
Semester student will take course: ___ Fall  ___ Spring  ___ Summer  Academic Year 20 ______

Does the General Announcements verify an internship/practicum is required for course completion? ___ Yes  ___ No
*If no, please include a memo on Rice letterhead, with signature, detailing what the student will do and how it is an integral part of the course.

Name of Course Instructor: ___________________________  Signature: ___________________________  Date: ____________

Note: If the work/practicum is required for the student’s degree program and is not attached to a course, the Course Instructor fills out nothing but Academic Advisor will need to verify this requirement.

To be completed by ACADEMIC ADVISOR

Is the internship for non-credit but required for degree completion? ___ Yes  ___ No
*If yes, please include a memo on Rice letterhead, with signature, verifying the work/practicum is required for the student’s degree program and is not attached to a specific course.

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: ____________