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 for CPT Authorization

1) 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)

2) Have your Course Instructor and Major (Faculty) 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
- Official course description accessed from courses.rice.edu (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(s) of Study: ____________________________ | |
| Employer Name: ____________________________ | Job Title: ____________________________ |
| Employer Address: ____________________________ | |
| Employment State Date: ____________________________ | End Date: ____________________________ |

*(must be in the future) (must be before the end of the semester)*

### Attestation:

- I have gone to a workshop and/or reviewed the CPT PPT online. See [http://oiss.rice.edu/studentwork](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: ____________________________  Today's Date: ____________________________

## To be completed by COURSE INSTRUCTOR

If CPT is based on a course requirement, the course instructor must fill out the information below. Student will enroll in the course below for which an off-campus component is part of the established curriculum and required to receive course credit. The course must be taken either in the same semester as the practical training or in the fall semester if the practical training is in the summer. If summer, please also complete a CPT Summer Contract ([oiss.rice.edu/summer-CPT](http://oiss.rice.edu/summer-CPT)). **Note:** If the practical training is required for the student’s major area of study but is not attached to a course, the Faculty Academic Advisor will need to verify this requirement.

| Course Number: ____________________________ | Course Name: ____________________________ |
| Semester student will take course: ____________________________ | |
| ____________________________ | ____________________________ | ____________________________ |

Official course description from [courses.rice.edu](http://courses.rice.edu) verifies practical training is required for course completion. **Yes** **No**

*If the General Announcements does not specifically state that practical training is a requirement, please include the Sample Course Instructor Verification Memo ([http://oiss.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147484010](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: ____________________________

## To be completed by MAJOR (FACULTY) ACADEMIC ADVISOR

1. Is the course listed above **integral** to the student’s major area of study? **Yes** **No**
2. Is the proposed practical training not part of a course, but rather based upon a degree requirement? **Yes** **No**

*If Yes, please attach a memo on Rice letterhead, with signature, detailing what the student will do and verifying how the practical training is integral to the major area of study.*

Attestation:

I understand that U.S. Immigration regulations stipulate that Curricular Practical Training be used by students for employment that is required or an integral part of the curriculum. I have reviewed the offer letter and CPT form and certify that this curricular practical experience is integral to the student’s major area of study. In addition, I understand that this information will be reported to the Department of Homeland Security. [8 CFR § 214.2(f)(10)(i)]

| Name: ____________________________ | Email: ____________________________ | Date: ____________________________ |
| Signature: ____________________________ | Phone Extension: ____________________________ | |

**For OISS Use Only**

OISS Authorization: **Yes** **No**  Approved by: ____________________________  Date: ____________________________

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For more information, visit [http://oiss.rice.edu/studentwork](http://oiss.rice.edu/studentwork)