

**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 2018-2019

**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](mailto: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* Major (Faculty) Academic Advisor fill out this form.
3. Turn in required attachments with the CPT Application Form.
  - Proof of class registration\*\*\*
  - Screen shot from Esther verifying all majors and minors
  - Official course description accessed from [courses.rice.edu](http://courses.rice.edu)

**\*\*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 Undergraduate Curricular Practical Training (CPT) UNDERGRADUATE 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(s) of Study: \_\_\_\_\_

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.

**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 19, 2018 (Can be full-time)

**Fall 2018:** August 20, 2018 – December 12, 2018 (No more than 20 hours/week)

**Spring 2019:** December 13 – January 6, 2019 (Can be full-time); January 9, 2019 – May 1, 2019 (No more than 20hours/week)

## 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  Major printout from Esther

OISS Authorization Granted for:  Part-Time CPT  Full-Time CPT  Not Granted

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**F-1 Undergraduate 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 COURSE INSTRUCTOR if CPT is based on a course requirement**

- The student will register for the following course:  
 Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Credits: \_\_\_\_\_
- Which semester will the student take the course?  
 Spring 2018     Summer 2018     Fall 2018\*\*\*     Spring 2019  
**\*\*\*If the CPT takes place in the summer in connection with a fall semester course, please answer the following:**
  - 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
- I have reviewed the offer letter and consider this practical training to be integral to the completion of the course requirements:     Yes     No
- 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: \_\_\_\_\_

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

- Is the course listed above **integral** to the student's major area of study?     Yes     No
- I have reviewed the offer letter and consider this practical training to be related to the student's major area of study:  
 Yes     No

**SPECIAL NOTE:**  
 If the practical training is required for the student's major area of study **but is not attached to a course**, please check yes here:     Yes

Please also provide a copy of the degree program requirements from General Announcements ([ga.rice.edu](http://ga.rice.edu)).

**Attestation:**

I certify that this curricular practical training 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: \_\_\_\_\_