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) 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
   • 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 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

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). 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: __ Fall __ Spring __ Summer __ Academic Year 20________ Credits: ______

Official course description from 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) 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 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: __________