

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 academic 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 their 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

STEP 1: Attend an OISS CPT/OPT Workshop and/or review the CPT PowerPoint Tutorial online.

Current workshop schedule and PowerPoint are available at <http://oiss.rice.edu/studentwork>

STEP 2: If you have follow-up questions, make an appointment to see an OISS advisor.

Contact OISS at 713-348-6095 or oiss@rice.edu or stop by the office in Lovett Hall

STEP 3: Submit the following to OISS at least one week prior to your intended start date (no appointment required):

1. Job offer letter on official letterhead**.
2. CPT Application Forms (attached) – completed and signed
3. Supporting documents, as applicable:

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

***If summer CPT 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 3) and under the Course Instructor question (page 4). OISS will perform an audit at the beginning of the fall semester to ensure compliance with course enrollment.

****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

STEP 4: An OISS advisor will review your paperwork within 1 week and send you an email regarding the decision on your application. If approved, be sure to pick up your new I-20 with CPT authorization before you start your position!

JOB OFFER LETTER CHECKLIST

Must have all of the following details to be accepted:

Start and end dates of the position (possible date ranges below)**

Spring 2019: December 13, 2018 – January 6, 2019 (Can be full-time);

January 7, 2019 – May 1, 2019 (No more than 20hours/week)

Summer 2019: May 2, 2019 – August 25, 2019 (Can be full-time)

Fall 2019: August 26, 2019 – December 18, 2019 (No more than 20 hours/week)

Spring 2020: December 19, 2019 – January 12, 2020 (Can be full-time);

January 13, 2020 – May 6, 2020 (No more than 20hours/week)

**Number of hours per week (not just “part-time” or “full-time”;
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

**** NOTE:** If your offer letter start and end dates span over two semesters, you must submit separate CPT requests for each semester, including the supporting documents.



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

OISS requires applying for CPT *at least 1 week prior to your intended start date. Please print clearly.*

Name: _____ ID#: S0_____

Email Address: _____ Major Field of Study: _____

Degree Level (check one): MBA Professional Master's (non-thesis) Master's (Thesis) Artist Diploma 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 is required for each employer and/or term.

Spring 2019: December 13, 2018 – January 6, 2019 (Can be full-time); January 7 – May 1, 2019 (No more than 20hours/week)

Summer 2019: May 2, 2019 – August 25, 2019 (Can be full-time)

Fall 2019: August 26, 2019 – December 18, 2019 (No more than 20 hours/week)

Spring 2020: December 19, 2019 – January 12, 2020 (Can be full-time); January 13 – May 6, 2020 (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 forms 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.
- ____ 4. I understand that if any of my CPT information changes, I must meet with OISS *prior to* the change(s) taking effect.
- ____ 5. I understand that the offer letter I provide must include a specific start date and end date, number of hours to be worked per week, physical location where I will work, and a brief description of my job duties/responsibilities.
- ____ 6. I understand that I can only work during the period authorized on my current I-20 for my current employer (NOT before or after). If I begin practical training/work prior to receiving authorization, or continue working after the authorized end date, my status will be terminated and I will have to depart the USA immediately.
- ____ 7. **I understand that I must receive approval from my faculty advisor and my Academic Department (as well as the department's graduate onsite committee, as appropriate) prior to requesting CPT authorization from OISS. CPT work authorization may be denied or retroactively revoked if the Department does not grant permission.**
- ____ 8. **I understand that this off-campus practical training may affect my stipend/pay/on-campus work and that I must discuss this with my advisor/PI/faculty member prior to requesting CPT authorization from OISS.**
- ____ 9. ****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/Denied by: _____ Date: _____



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

To be completed by STUDENT

Student 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 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. Course Number: _____ Course Name: _____ Credits: _____
2. Semester student will take course: Spring 2019 Summer 2019 Fall 2019* Spring 2020
***CONFIRM: If CPT takes place in the summer in connection with a fall 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
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
OISS may request additional documentation in cases that require further immigration compliance.

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.]

- 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).

Advisor 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)].

Academic Advisor: _____ Email: _____ Date: _____

Signature: _____ Phone Extension: _____