

**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](mailto: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. Completed and signed CPT Undergraduate Student Form
3. Completed and signed CPT Course Instructor & Faculty Advisor Form (this form must be completed and signed by *both* your course instructor and major (faculty) academic advisor)
4. Supporting documents:
  - 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)

\*\*\*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 Undergraduate Curricular Practical Training (CPT)**  
**UNDERGRADUATE 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: \_\_\_\_\_ 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 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 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.
- \_\_\_\_ 4. I understand that if any of my CPT information changes, I must meet with OISS *prior* to 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. **\*\*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: \_\_\_\_\_



**F-1 Undergraduate 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 COURSE INSTRUCTOR**

- The student will register for the following course:  
 Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Credits: \_\_\_\_\_
- Which semester will the student take the course?  
 Spring 2019     Summer 2019     Fall 2019\*\*\*     Spring 2020  
**\*\*\*CONFIRM: 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  
**OISS may request additional documentation in cases that require further immigration compliance.**

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 directly related to the student's major area of study.     Yes     No

**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: \_\_\_\_\_

**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/Denied by: \_\_\_\_\_ Date: \_\_\_\_\_