

F-1 B-ARCH Student Curricular Practical Training (CPT) Application Form

general information

1. **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.
2. **Who is eligible to apply for CPT?** Students who meet certain conditions may be eligible for CPT:
 - Student is in valid F-1 status.
 - Student has been lawfully enrolled on a full-time basis at a SEVIS approved school for one academic year prior to applying for CPT.
 - Student is required to pursue practical training/employment to meet curricular requirements of a course/program in their major area of study.
3. **How do I prepare to meet with my faculty advisor/course instructor about this CPT opportunity?** Research the class offerings/degree requirements in your major. Bring an offer letter, and do not expect your advisor to meet at the last minute

application steps

STEP 1: Attend an OISS CPT/OPT Workshop and review the CPT PowerPoint Tutorial online. You can also set up an appointment with an OISS advisor if you still have questions by calling 713-348-6095 or emailing oiss@rice.edu.

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

STEP 2: Meet with your faculty advisor to complete the RICE FACULTY ADVISOR SECTION of the CPT form. Bring your offer letter with you. Do not expect advisors to sign forms on the spot.

STEP 3: Submit the following to OISS at least one week prior to your intended start date (no appointment required) either in person or online at <https://oiss.rice.edu/CPT> (netID login required):

1. Job offer letter on official letterhead** 
2. Completed B-ARCH CPT Form signed by both you and your Faculty Advisor
3. Supporting documents:
 - General Announcements (ga.rice.edu) description of B-ARCH program requirements
 - Screen shot from Esther verifying all majors and minors

STEP 4: An OISS advisor will review your paperwork within 1 week and will email you a decision on the application. If approved, please pick up your new I-20 with CPT authorization before starting your position!

****OFFER LETTER MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:**

- Start and end dates of the position
- Number of hours per week
- Employer Address and Work-site Address (*including street address, city, state and zip code*)
- Brief description of job duties/responsibilities



F-1 B-ARCH Curricular Practical Training (CPT)

Part 1: STUDENT SECTION

Must apply for CPT at least 1 week prior to your intended start date. Please print clearly.

Name: _____ ID#: SO _____ Major(s): _____

Email Address: _____ Phone Number: _____

Employer Name: _____ Job Title: _____

If you are working remotely at an off-site location, please indicate the address:

Street address _____ City _____ State _____ Zip code _____

Start Date: _____ End Date: _____ Hours per 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 if I have more than 364 days of full-time CPT, I will be ineligible for OPT.
- _____ 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 maintain full-time enrollment during the Fall and Spring semesters of B-ARCH year 1.

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: _____

Part 2: RICE FACULTY ADVISOR SECTION

- 1. Is the work/practicum required for the student's degree program? This should be a requirement that is published in Rice University's General Announcements (ga.rice.edu). Yes No
- 2. The student will be registered full-time during both the Fall and Spring semesters of B-ARCH year 1 in ARCH 500 (Preceptorship Program). Yes No
- 3. I have reviewed the **offer letter** and consider this practical training directly related to the student's major area of study. Yes No

Name of Faculty Academic Advisor: _____

Signature: _____ Date: _____

Email: _____ Phone #: _____

Important Note to Faculty: *The OISS Immigration Advisor will be basing their decision largely on the provided curricular information. Per 8 CFR 214.2(f)(10)(i), OISS is required to report this information to the Department of Homeland Security. OISS may request additional documentation in cases that require further immigration compliance.*