

## 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. What class do I take?** You must meet with your faculty advisor to discuss what classes are available for practical training. The class must be offered in the same term as the CPT. (There may be an exception for certain summer CPT opportunities to take the class in the Fall semester.) The class must be integral to your major area of study, and the practical training must be integral to the completion of the course.
- 4. How do I prepare to meet with my faculty advisor/course instructor about this CPT opportunity?** Research the class offerings 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](mailto:oiss@rice.edu). Current workshop schedule and PowerPoint are available at [oiss.rice.edu/studentwork](http://oiss.rice.edu/studentwork)
- STEP 2:** Meet with your faculty advisor and the course instructor to complete the COURSE INSTRUCTOR & RICE FACULTY ADVISOR FORM (in this packet).  
*Please review the available experiential class offerings and make an appointment with your advisor. Bring your offer letter with you. Do not expect advisors and instructors 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 [oiss.rice.edu/CPT](http://oiss.rice.edu/CPT) (netID login 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 will email you a decision on the application. If approved, please pick up your new I-20 with CPT authorization before starting your position!



## CHECKLIST

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# JOB OFFER LETTER CHECKLIST

*Must have all of the following items for offer letter to be considered:*

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

- **Fall 2020:** August 24, 2020 – December 16, 2020 (No more than 20 hours/week)
- **Winter Recess 2020-2021:** December 17, 2020 – January 10, 2021 (Can be full-time)
- **Spring 2021:** December 17, 2020 – May 5, 2021 (Can be full-time until January 10. After January 11, no more than 20 hours/week)
- **Summer 2021:** May 6 – August 22, 2021 (Can be full-time)
- **Fall 2021:** August 23 – December 14, 2021 (No more than 20 hours-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.**



RICE

F-1 Undergraduate Curricular Practical Training (CPT)

UNDERGRADUATE STUDENT FORM

Must apply 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 address:

Street address City State Zip code

Start Date: End Date: Hours per week:

Approval Dates CPT is employer-specific and approved on a semester basis. Requested dates should fall within the ranges listed below, and a separate form is required for each employer and/or term.

- Fall 2020: August 24 – December 16, 2020 (No more than 20 hours/week)
Spring 2021 (including Winter Recess 2020-2021): December 17, 2020 – May 5, 2021 (Can be full-time until January 10. After January 11, no more than 20 hours/week)
Summer 2021: May 6 – August 22, 2021 (Can be full-time)
Fall 2021: August 23 – December 14, 2021 (No more than 20 hours/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 USA.

I understand and have read the F-1 CPT Statement of Understanding, and agree to comply with the US Department of Homeland Security (DHS) and US 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:



RICE

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: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Yes (please check) I have provided an offer letter to both my course instructor and faculty advisor.

To be completed by COURSE INSTRUCTOR OISS may request additional documentation in cases that require further immigration compliance.

1. The student will register for the following course: Course Number/Name: \_\_\_\_\_ Credits: \_\_\_\_\_

2. Which semester will the student take the course? Fall 2020 Spring 2021 Summer 2021 Fall 2021\*\*\*

\*\*\*CONFIRM: If the CPT takes place in the summer in connection with a fall semester course, please verify:

The class is offered in the fall semester and contains an off-campus training requirement for either a grade or successful course completion: Yes No

3. I have reviewed the offer letter. Yes No

4. I affirm this practical training opportunity is integral to and/or required for the completion of this course. Yes No

5. Is this a request to continue a previous CPT authorization for the same employer with the same class? (e.g. Summer CPT that continues into the Fall). Yes No If yes, please explain why the continuing CPT is integral to the completion of the course.

Course Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by MAJOR (FACULTY) ACADEMIC ADVISOR OISS may request additional documentation in cases that require further immigration compliance.

1. Is the course listed above integral to the student's major area of study? Yes No

2. 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 Extension: \_\_\_\_\_

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.

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: \_\_\_\_\_