

BELHAVEN UNIVERSITY

International Student Office
1500 Peachtree St., Box 161
Jackson, MS 39202
601-968-8746

Curricular Practical Training

Curricular Practical Training (CPT) is a benefit of F-1 status which allows F-1 degree seeking students the opportunity for employment which is temporary and directly related to the student's academic curriculum. [8CFR 214.2(f)(10)(i)] In some cases, the employment may be full time and off campus. Prior to beginning employment, the student must receive permission from the Designated School Official in the International Student Office and a new I-20 noting the details of the CPT approval.

Although CPT cases are reviewed on an individual basis by the International Student Advisor, there are a few guidelines to keep in mind when considering CPT. CPT employment can be approved only while a student is pursuing a degree. Once the student has completed all program requirements, he/she is no longer eligible for CPT. A program extension may not be requested for the sole purpose of engaging in CPT. Curricular Practical Training is for specific offers of employment. Thus, a job offer is required before the case may be approved.

Pre-Requirements for making application:

- Maintain F-1 status for one academic year (two semesters)*
- Possess a valid passport

*Graduate students enrolled in a program that requires immediate participation in an internship may apply at any time.

Full-time and part-time CPT

CPT can be authorized for full-time employment, more than 20 hours per week, or part-time employment, 20 or fewer hours per week, however, the student must be simultaneously enrolled for sufficient credit hours to maintain lawful F-1 status. The cumulative use of full-time CPT for twelve months or more negates a student's eligibility for any OPT. Part-time CPT does not affect a student's eligibility for OPT.

Eligibility Requirements:

To meet the requirements for curricular practical training, the employment must be:

- related to student's field of study
- appropriate to student's degree level
- an integral part of student's degree program
- required by student's degree program, carry course credit or be essential for gathering research for the student's thesis/dissertation

CPT Application Required Documents:

- Student Request Form
- Copy of current I-20
- Letter from employer including job title, dates of employment, number of work hours per week, location of employment and brief description of duties to be performed
- "Curricular Practical Training Recommendation Form" completed by student's academic advisor or department chair

CPT Student Request Form

Student Name _____

I request authorization for ___ part-time(20 hours or less per week) or ___ full-time (more than 20 hours per week) Curricular Practical Training at

(Name of company or organization)

(Street Address)

(City, state and zip code)

from _____ to _____. I understand that CPT shall be used only to fulfill curricular requirements and **NOT** to gain general experience. Additionally, I understand that I may begin work only after I have received an updated form I-20 from ISO with a CPT begin date. The updated form I-20 will have my employment information posted on page three. Based on page three I may only work for the employer listed, and for the hours (part-time or full-time) specified. If the need for CPT is based on enrollment in a course, I will enroll in the course for the _____ semester/term. Any changes must be reported to ISO and updated on my form I-20, before I perform them.

Signature

Date

Student ID No.

Date Submitted in ISO

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM
TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIR
Please return completed form to The International Student Office
Fitzhugh 203

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Please print or type.

CPT Recommended for: _____
(Name of Student)

Name of Company where services will be performed: _____

Number of Hours to be worked per week: _____ Has the student finished all program requirements? _____

Expected completion date of degree requirements: _____

I recommend authorization for the following time-period: from _____ to _____.

(The time period may not exceed one semester)

My recommendation is based on the following (check only one):

_____ (Category 1) This experience is required of all students in this degree and major field of study.

_____ (Category 2) This experience is part of the regular requirement for a course. The student is currently registered for this course.

Course number Name of course semester hours

How does the CPT meet the academic objective of this student's program and how will progress be monitored?

Attach letter if more room is needed.

Signature of advisor or chair: _____ Date: _____

Printed name: _____ Department Name: _____