

Curricular Practical Training for F-1 Students

Curricular practical training is a form of work permission that allows F-1 students to gain valuable, practical hands-on experience in an internship or another employment opportunity. To be considered CPT, the work not only must be related to your major field of study but must also be considered by the University to be an integral part of the established curriculum. *If your course of study requires you to participate in an internship or to gain practical experience in the field at an off campus location, you should apply for curricular practical training.*

Employment experience that is required for all students by your degree program **always** meets the requirements for CPT, regardless of whether you receive academic credits for your work.

Employment experience which is **not** required by your degree program **may** meet the requirements for CPT if it can be done for academic credit.

Each faculty at CUA and each degree program within that faculty has different requirements that would affect your eligibility for CPT so it is advisable for you to consult with your academic advisor and the course catalog or the *Announcements* for opportunities that may be available for your program of study. In general, the *Announcements* or another official university publication describing curricular requirements should indicate the type of practical experience your course of study requires. The work should be:

- Directly related to courses listed in official CUA publications
- Overseen by a University Professor
- Available to any CUA student pursuing the course of study

Please note: employment opportunities that simply relate to your general course of study, but are not an integral part of your academic program's curriculum do not qualify for curricular practical training. In such cases, you would need to explore the possibility of using optional practical training.

Eligibility for curricular practical training

To qualify for curricular practical training, the following must apply:

- You must have been a full time student lawfully enrolled in a full course of study for one academic year (This criterion may be waived if you are a graduate student whose academic program requires you to participate in an internship during your first year of study.);
- You have a specific job offer that entails work that is an integral part of the established curriculum in your course of study;
- Your participation in this employment opportunity is endorsed by your academic advisor;
- You are still working towards your degree requirements; and
- You will continue to maintain a full course of study as defined by the University.

Application Procedures

The application process is intended to be fairly simple:

1. Obtain a written job offer from the institution where you wish to work. This job offer must be on company letterhead and contain the following information:
 - a. Job title and description of duties
 - b. Intended dates of employment (beginning and ending dates)
 - c. Number of hours of work per week
 - d. Rate of pay
 - e. Supervisors name
 - f. Name and address of the worksite
2. Take the job offer to your academic advisor to determine how this opportunity relates to your course of study – does it fit into the framework of existing courses (internship courses, thesis research, etc.).
3. Have your academic advisor complete the Academic Advisor Curricular Practical Training Recommendation Form.
4. Complete Section A of form I-538, be sure to provide:
 - a. Your name
 - b. Date of birth
 - c. Student admission number (otherwise known as your I-94 card number)
 - d. Date you were first given F-1 status. (If you recently changed your nonimmigrant status to F-1, please provide evidence that you were a full time student for at least one academic year and that you were in lawful status.)
 - e. Your level of education (bachelors, masters, doctoral, etc.)
 - f. Your major field of study
 - g. Description of your proposed employment along with beginning and ending dates and number of hours per week.
 - h. Any previous authorizations for curricular practical training or optional practical training
 - i. Your signature and the date you completed the form.
5. Drop off your completed application for curricular practical training to the office of International Student and Scholar Services or schedule an appointment to meet with one of the immigration advisors.
6. The advisors at ISSS will review your request. If your request for CPT is approved, they will update the Student Exchange Visitor Information System and generate a new I-20 indicating approval for this employment. You will be notified of the approval and if necessary asked to come back to ISSS to sign and pickup your new I-20.

Important!

You can only begin work after receiving your ISSS Advisor's work authorization endorsement on your I-20 for specific employment each semester. Your I-20 will indicate the start and end date of your employment. You must be careful not to continue employment beyond the end date authorized on your I-20. You may apply for an extension however it must be approved in order to continue working beyond the previously authorized end date.

When you begin working, you and your employer must complete the I-9 Form, which your employer retains. You will be required to show that the CPT has been authorized on your I-20 and you will also be required to have a social security number.

(Students/F-1/CPT/CPTforFstudents.doc)

Revised Feb. 28, 2007

Academic Advisor Recommendation for Curricular Practical Training (To be completed by Academic Advisor or Dean only)

Please review the accompanying job offer letter and evaluate the merit of the proposed employment opportunity with respect to its relationship to the student's academic program. In particular, consider if it is an integral part of the student's established curriculum or if it is required by a specific course already offered by your School in the student's field of study.

Student's Last Name:	First Name:
Course of Study:	
Expected completion date:	
Is the student taking a full course of study? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please explain:	
Job Opportunity Reviewed: Name of Company: _____ Location: _____ Job Supervisor: _____ Hours per week: _____ Dates of Employment: ____/____/____ to ____/____/____	
Relationship to Established Curriculum: Course Number: _____ Instructor's Name: _____ Number of Credits:(if any)_____ Dates of Course: _____ Description of grading method and how the employment opportunity relates to the course:	
Has the student registered for this class? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this required of all students in the class/program <input type="checkbox"/> Yes <input type="checkbox"/> No	
I have reviewed the employment opportunity and have determined, to the best of my ability, that the opportunity constitutes an integral part of the established curriculum for the student's course of study.	
Name of Academic Advisor or Dean: _____	
Signature of Academic Advisor/Dean: _____ Date: _____	
Email:	Extension:

Return to: International Student & Scholar Services
 The Catholic University of America
 207 Pryzbyla Center, Washington, DC 20064
 Tel. 202-319-5619 Fax 202-319-5126

Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)			2. Date of birth:
3. Student admission number:		4. Date first granted F-1 or M-1 status:	
5. Level of education being sought:		6. Student's major field of study:	
7. Describe the proposed employment for practical training:			

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: _____
- Is taking less than a full course of study at this school because: _____
- Completed the course of study at this school on (date): _____
- Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only

Microfilm Index Number:

