

Valparaiso University Office of International Programs
CURRICULAR PRACTICAL TRAINING (CPT)

F-1 students who wish to participate in an off-campus training program that is "an integral part of an established curriculum" must first obtain work authorization for CPT. The training must be directly related to the student's major field of study, is defined as "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" (federal regulation 8CFR214,2(f)(10)). This cooperative agreement is formalized through an Internship/Practicum/Co-Op course in which the student enrolls.

Curricular Practical Training may be full-time or part-time:

- Employment for more than 20 hours per week is considered full-time. Students participating in full-time CPT are not required to enroll a full course of study. ***You must register for and complete an internship, practicum, or Co-op course during the semester you are on CPT. Contact your academic advisor for course details.***
- Employment for less than 20 hours per week is considered part-time. Students registered for part-time CPT during fall or spring semester must also be registered for a full course of study to maintain their F-1 status. Students in part-time CPT during summer vacation do not need to register full time. ***You must register for and complete an internship, practicum, or Co-op course during the semester you are on CPT. Contact your academic advisor for course details.***

Eligibility Requirements:

To be eligible to apply for CPT, you must:

- Be in full-time student status for one full semester year (Fall and Spring semester). Time spent at INTERLINK does not count towards the one academic year requirement;
- Be in F-1 visa status when applying;
- Be registered full time every semester (except for summer vacation);
- Possess a valid, unexpired passport;
- Possess an I-20 that is unexpired and reflect current information such as major and educational level. Please note that if your I-20 is not current, you will need to provide document to reflect the changes so we can update your I-20 before processing the work authorization. This will delay the processing time of your CPT application.

Application and Authorization Process:

Pick up the CPT application packet:

- CPT Instructions—please read carefully;

- Academic Advisor Recommendation Form to be completed by your academic advisor

Make an appointment to see an advisor at OIP, as soon as you have all the required paperwork, and at least two weeks before your CPT starts. Bring the following documents to the appointment:

- I-20 (with current information on your major, level of education, name etc);
- Valid passport and I-94 card;
- Academic Advisor's Recommendation Form for CPT completed by Academic Advisor;
- Course description for CPT course in which you will be enrolled
- Job offer letter stating the following:
 - job description;
 - number of hours per week;
 - specific beginning and ending dates of training;
 - location (includes street address) of training

Important information regarding CPT:

1. Student who completes 12 months of FULL-TIME CPT will NOT be eligible for Optional Practical Training (OPT); student who completes 12 months or more part-time CPT will still be eligible for OPT;
2. You will need your new CPT I-20 before starting employment;
3. You may not begin employment prior to obtaining CPT authorization from OIP;
4. You may not work prior to the date authorized, or beyond the dates authorized, as indicated on your new I-20.
5. You may only work for the employer indicated on your new I-20.
6. Remember to register for and complete the course related to your CPT. Failure to do so will make you out-of-status.

If there is a change in the dates and employer, please contact OIP immediately. New paperwork from your academic advisor, your new company, and our office will be needed before you may start working for the new employer. Please allow time to process your new CPT authorization.

**ACADEMIC ADVISOR'S RECOMMENDATION FORM
For Curricular Practical Training (CPT)**

Student's name : _____ email: _____
ID _____ Degree/major: _____

To be completed by the above student's academic advisor:

The above named student wishes to apply for Curricular Practical Training (CPT). CPT is authorization for employment that is an integral part of an established curriculum in the student's major field of study. It is not meant to be a way to create special employment opportunities for F-1 students. We need your assistance to complete the following information so our office may determine if this meets the requirements of Department of Homeland Security. Please contact the Office of International Programs for any questions:

Phone: 464-5333 Fax: 464-6868, office location: 209 Harre Union

Web site: www.valpo.edu/international

The above-named student is currently majoring in the field of _____

Company Name _____

Location (Street Address) _____

Training to begin ____ / ____ / ____ and to end ____ / ____ / ____ (maximum of 12 months—student must re-apply if more time is needed.)

Number of hours per week: _____

Course title for this training: _____ Course Number: _____

Number of credit hours student will receive: _____ during which semester: _____

(Note: student must register for this class during the semester in which the employment takes place, failure to complete the course will affect the student's non-immigrant status and future benefits from USCIS)

___ yes ___no This training is an integral part of an established curriculum in student's major field of study (student teaching, required internship, cooperative program etc.).

Date student will complete all course requirements (this is not necessarily the graduation date): _____

This student expects to graduate on _____

To be signed by the Academic Advisor:

Signature

Date

Printed Name and Title

Phone Number