



# Curricular Practical Training (CPT) Information & Application Instructions

## Read this page before completing the CPT application

Curricular Practical Training, or CPT, is a temporary employment authorization granted to F-1 visa status foreign students in the US while enrolled in a college-level program.

CPT is granted by a Designated School Official (DSO) after a student has met eligibility requirements and submitted their application and materials.

### To be eligible for CPT you must:

- Be in valid F-1 immigration status for at least two semesters
- Have completed at least one academic year as a full-time student in a SEVIS-approved college
- Be in a program that requires an internship as part of the curriculum
- Have secured an internship offer directly related to your field of study
  - The position must be appropriate to your level and major of study as well; retail sales and food service do not qualify

### When to apply for CPT:

It is recommended that you apply at least 2-3 weeks in advance of your work start date, or as soon as you have secured your training opportunity, whichever is sooner. If you don't have a Social Security Number (SSN) yet you need to apply earlier to leave enough time for your SSN application.

*You cannot begin working before your CPT has been authorized in SEVIS by a DSO.* If you apply too close to your intended start date and there are any delays you may miss your planned start date. CPT cannot be authorized for a start date in the past, only future dates.

### What documents you need for CPT:

- A signed job offer letter or internship agreement
- Proof that your CPT employment satisfies a degree requirement
  - See Part 3: Academic Advisor's Recommendation
- A Social Security Number
  - If you don't have a Social Security Number yet you can still apply for CPT as long as you have your offer letter/agreement. You can then use your new CPT I-20 and offer letter to apply for a Social Security Number.

### General Information

During the Fall and Spring semesters employment is limited to part-time (no more than 20 hours per week), and during the Summer semester full-time is permitted (over 20 hours per week) for continuing students. If summer is the **first** or **final** semester of your program, CPT is limited to part-time.

CPT work hours are considered part of the academic program of study and do not impact on-campus employment work hours.

One year (12 months) of full-time CPT eliminates your eligibility for OPT, but part-time CPT has no effect on OPT eligibility.

If your CPT application is approved you will be notified via email and issued a new CPT I-20.



# Curricular Practical Training (CPT) Application

## Part 1: Student Information

Full Name: \_\_\_\_\_  
*First/Given* *Middle* *Last/Surname*

Major: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Requesting CPT: \_\_\_\_\_ Number of semesters completed at Lourdes: \_\_\_\_\_

## Part 2: Employment Information

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employment Start Date (MM/DD/YYYY): \_\_\_\_\_ Employment End Date (MM/DD/YYYY): \_\_\_\_\_

Full Time or Part Time:

- Full Time: Over 20 hours per week
- Part Time: No more than 20 hours

## Part 3: Academic Advisor's Recommendation

***This section is to be completed by an academic advisor.***

Explain how the employment is an integral and required part of the established curriculum (250-character limit):

Advisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Email: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

## Part 4: Signatures

*I certify that the information on this form is true and complete to the best of my knowledge.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this page to your Designated School Official once all sections are complete.**