

F-1 CURRICULAR PRACTICAL TRAINING REQUEST

As a student in F-1 status, you are required apply for Curricular Practical Training (CPT) for permission to engage in curricular activities including internships, co-operative education, and fieldwork. CPT, as defined by the Student and Exchange Visitor Program, “is only available to F-1 students when it is an integral part of an established curriculum. In practical terms, ‘integral part of an established curriculum’ means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training... There is no restriction on compensation during CPT. Compensation is not a consideration when determining whether an opportunity qualifies as CPT,” however, CPT *authorization is required* for any curricular activity that would be compensated.

Practical Training activities may be an optional or required part of your program of study, but must be an integral part of the curriculum.

In order to be eligible, you must meet the following criteria:

- You must be in lawful F-1 student status and have been a full time student for at least one full academic year before applying. (Exception: graduate programs that require students to begin internship course work earlier.)
- The Curricular Practical Training must be defined as an internship, practicum, or co-op or other curricular activity.
- You must be registered for a course corresponding to the training, or the activity must be required for your course of studies. The course work or activity must apply towards your degree program.
- You must have a job or internship offer before being approved for work authorization. If the required training is strictly in a volunteer capacity a letter from the supervising professor detailing the types of permissible activities and defining the specific dates between which you will engage in the training activities would substitute for the job offer.

If you meet the above conditions, submit the following documents to an International Student Advisor:

- CPT Request Form (on reverse) - completed by you and your academic advisor, department head or dean.
- Proof of registration in appropriate course, and a copy of your Learning Contract or Special Course Approval/Registration form, if applicable, or other proof that the training is required for your course of studies.
- Your current Form I-20.
- Employment offer on company letterhead with start and end dates, hours, job description, supervisor information and contact information OR letter from supervising professor detailing unpaid volunteer activities required for the program and period during which you must complete those activities.

SUBMIT DOCUMENTS AT LEAST TWO WEEKS BEFORE YOU PLAN TO BEGIN EMPLOYMENT. If everything is in order, you will be issued a new I-20 showing your CPT authorization.

NOTICE:

- You are not authorized to begin employment until your I-20 has been properly endorsed and the employment start date has been reached. You may not work past the end date of your authorization.
- If you engage in full time CPT for twelve months or more, you will no longer be eligible for Optional Practical Training.
- You are limited to a total of 20 hours of work per week unless authorized for full time employment. This includes the number of hours you work on-campus and any internship, practicum or co-op hours. (For example, if you work in the library 5 hours a week, you may only work at your internship position for 15 hours per week.)

STUDENT INFORMATION

Name: _____ EWU ID #: _____

Level of Education: Bachelors Masters Doctorate

Major/Field of Study: _____ Expected Completion Date ____/____/____
(month/day/year)

I understand that I am responsible for maintaining my immigration status while enrolled in Curricular Practical Training (CPT) and that my employer will be notified if I become ineligible to continue CPT. I understand that my authorization is for a specific employer or activity and period of time. I know that I must re-apply for CPT authorization in order to extend the dates of employment or change employers.

Signature: _____ Date: ____/____/____
(month/day/year)

DEPARTMENTAL APPROVAL

(this form must be endorsed by the student's academic advisor, department head, or dean)

The above named student is applying for authorization for Curricular Practical Training under 8 C.F.R. § 214.2(f)(10)(i), and needs your assistance to verify that this training/internship is required for a program or class OR for completion of his/her major and the activity is directly related to that major(s) in order for CPT to be authorized. Please approach this request primarily from an academic perspective, as the Department of Homeland Security has mandated that the curricular nature of the activity, rather than the potential for compensation, should govern whether the student is approved.

8 C.F.R. § 214.2(f)(10) Practical training. Practical training may be authorized to an F1 student who has been lawfully enrolled on a full time basis, in a Service approved college, university, conservatory, or seminary for one full academic year ...An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study.

8 C.F.R. § 214.2(f)(10)(i) Curricular practical training. An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school...

The recommended Curricular Practical Training is defined as an: Internship Practicum Co-Op Other (please describe) _____

It is: a required part of the curriculum and necessary for completion of the degree.
 an optional but integral part of the curriculum & credits earned will apply towards degree completion

Student is: registered for the following course: Course # _____ Credit Hours _____ for the _____ term OR

must engage in this practicum that carries no credits in order to complete his or her program.

and is expected to complete his or her program of studies by (month/year) _____.

Student will be employed: Full Time Part Time From: ____/____/____ to ____/____/____
(month/day/year) (month/day/year)

Place of Employment:

Company: _____ Address: _____

Supervisor: _____

Phone Number: _____

Advisor Name: _____ Phone #: _____

Title: _____ Department: _____

I certify that the information provided is true and correct to the best of my knowledge. I recommend Curricular Practical Training be authorized by the Office of Global Initiatives.

Signature _____ (month/day/year)

OFFICE OF GLOBAL INITIATIVES APPROVAL

APPROVED and CPT I-20 issued Date: ____/____/____

DENIED by: _____