

chatham UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS CURRICULAR PRACTICAL TRAINING FORM

Graduate

Definition

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for students in F-1 status to participate in professional, temporary employment such as an internship, co-op program, practicum, or similar situation prior to the completion of studies. ***The training must be a required part of the curriculum OR an integral or supportive part of a course or program of study the student is taking.*** During the academic year, CPT may only be part-time (20 hours or less a week). The employment may be either full-time (over 20 hours a week) or part-time (20 hours or less a week) during academic breaks. Part-time CPT will not be deducted from the *Optional Practical Training (OPT)* period. However, if a student uses twelve months of full-time CPT, then no OPT is permitted at that degree level. Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. Failure to enroll in the specified course during the term for which the CPT is authorized will constitute a violation of immigration status.

Eligibility

A student must maintain F-1 status (including full-time enrollment each semester and possession of a valid I-20) for at least two full semesters* before being eligible for CPT. Time spent on an approved full-time study abroad program may count towards the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad. *Graduate students with required internships during their first year of study may qualify for CPT.

Authorization

CPT must be authorized by the International Student Services Coordinator. Employment may not begin until the proper authorization is obtained and must end by the authorized completion date.

How to Apply

1. Attend a CPT workshop or set up one-to-one meeting with International Student Coordinator.
2. Complete Section A of the **CPT Recommendation Form**. Have your academic adviser complete Section B.
3. Schedule an appointment with the International Student Services Coordinator. Allow 30 minutes for the appointment. Take to your appointment: 1) the **completed CPT Recommendation Form**, 2) **offer letter from internship/volunteer site** and 3) **immigration documents**
4. During the appointment, the Coordinator will check your immigration status (including enrollment history) and review the CPT Recommendation Form to verify that the employment meets the curricular requirement. If the Coordinator approves the CPT request, s/he will issue you a new I-20 with the CPT authorization.
5. When you receive your new I-20, be sure to sign the Student Certification.
6. Employment may begin only after the Coordinator has authorized the request by endorsing your I-20—the **official document authorizing the Curricular Practical Training**.

CURRICULAR PRACTICAL TRAINING MUST BE AUTHORIZED EACH SEMESTER

STUDENTS COMPLETING INTERNSHIPS (PAID OR UNPAID) MUST HAVE CPT AUTHORIZATION

CURRICULAR PRACTICAL TRAINING (Graduates)

F-1 STUDENT RECOMMENDATION FORM

Section A: To be completed by student:

Name exactly as it appears in passport:

1. _____
Family/Surname Given/First Name Middle name, if applicable

2. _____ 3. _____
Chatham ID # Phone Number

1. Area of study: _____
2. Expected date of completion of degree requirements: _____ (mm/dd/yyyy)
3. Proposed Employer's Name: _____
4. Proposed Employer Address: _____

5. Proposed employment start date: _____ employment end date: _____ (mm/dd/yyyy)
6. Proposed number of hours to work per week: _____

Section B: Academic Adviser's Recommendation (all items must be completed):

- 1) The employment is required. _____ (initial)
Internship/practicum Course Number: _____ Credit Hours: _____
- 2) The employment is not required, but is considered an **integral** or supportive component of the course listed below.
_____ (initial)
Course Number: _____ Course Title: _____ Credit Hrs: _____
Class Professor signature: _____
- 3) The employment is not required, but is considered an **integral** or supportive component of the student's program of study.
_____ (initial)

If you select option 2 or 3, please briefly describe how internship supports the student's academic goals.

I recommend the above-mentioned student for the employment as described on this form.

Academic adviser's signature: _____ Date: _____

Name printed _____ : _____

Office of International Affairs use only:

International Student Advisor's Signature: _____

CPT approved: yes no reasoning _____

Date CPT processed: _____