

# chatham UNIVERSITY

## OFFICE OF INTERNATIONAL AFFAIRS CURRICULAR PRACTICAL TRAINING FORM

### Undergraduate

#### 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 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 in the U.S. 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. Undergraduate student OPT may only be authorized for approved Internship credit

#### 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 advisor or department chair 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 (UNDERGRADUATE)

## F-1 STUDENT RECOMMENDATION FORM

### Section A: To be completed by student:

Name exactly as it appears in passport:

Family/Surname	Given/First Name	Middle name, if applicable
Chatham ID #	3. Phone Number	

1. Major: \_\_\_\_\_
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: \_\_\_\_\_ (mm/dd/yyyy) employment end date: \_\_\_\_\_ (mm/dd/yyyy)
6. Proposed number of hours to work per week: \_\_\_\_\_

### Section B: Academic Adviser's Recommendation:

[Failure to enroll in the class during the specified term would constitute an immigration status violation for the student.]

**Please initial the course the student will take:**

\_\_\_\_\_ Internship: Internship Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
Initial

\_\_\_\_\_ Tutorial: Tutorial Course Number: \_\_\_\_\_  
Initial

**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: \_\_\_\_\_

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

CPT approved:  yes  no reasoning \_\_\_\_\_

Date CPT processed: \_\_\_\_\_