Application Procedure for Curricular Practical Training (CPT)

- Obtain approval from the Department Chair
- Find a job/internship in your field of study
- Obtain a letter from your employer (sample letter attached)
- Obtain the completed “Endorsement Form for F-1 Curricular Practical Training” from your department chair (form is attached and should be given to your department chair to complete)

- Register for Internship Credit
  - Undergraduate students must register for the required amount of credits through the academic department
  - Graduate students must register for the required amount of credits for a graduate internship course through the academic department

- Make an appointment with an advisor in the International Student and Scholar Office, and bring the following documentation to your appointment:
  
  - I-20
  - Passport
  - “Recommendation Form for F-1 Curricular Practical Training” that has been completed and signed by your Department Chair
  - “Letter of Employment/Internship” from your employer

- Report to internship/job site/clinical for training
*Prior to applying for CPT, you MUST get approval from the Department Chair

*Before reporting to your internship/job site/clinical site, all students, undergraduate or graduate, MUST receive approval from the ISSC, even for training

(CPT) Curricular Practical Training

Curricular Practical Training (CPT) is work authorization that allows F-1 International students to participate in paid/unpaid, off-campus, academic internships during their degree program. The purpose of CPT is academic, not just for employment purposes, and it must be considered an integral part of a student’s degree program.

CPT Eligibility

You may apply for curricular practical training (CPT) when:

- You have secured an employment offer that is
  - directly related to and an integral part of your major and
  - temporary in nature
- You have been a full-time student for at least one academic year under your current major and level of education
- You are in-status, under F-1 guidelines

Requirements

- You must receive a new CPT I-20 before you may begin your training
- You may work up to 20 hours per week during your required periods of enrollment, typically fall and spring semesters
  - You may work more than 20 hours per week during your annual vacation, whether or not you are taking classes.
- You must be enrolled for academic credit throughout the duration of the training, unless the internship is required for graduation
  - If the required internship is the only class needed for graduation, and you are not enrolled in any other classes, then you must be enrolled for credit in the required internship class. Furthermore, you may not continue an internship after receiving a T grade in a previous semester, without registering for credit during the current semester. You must complete the previous semester’s internship class before applying for another semester of CPT.
Authorization Procedure

1. Obtain a signed letter from your prospective employer (cannot be a temporary, staffing or recruiting agency employer) on company letterhead that provides:
   - Name of company
   - Details of the training, specifying what you will be doing for your employer
   - The type of position as part-time (less than 20 hrs/wk) or full-time (more than 20 hrs/wk)
     - Full-time CPT is only allowed during your annual vacation period, whether or not you are taking classes.
   - A beginning date of training (must be a future date on or after the first day of the semester or term)
     - The beginning date must be after the day that International Student and Scholar Center receives the letter because authorization will not be given retroactively.
   - An ending date of training (must be before the first day of classes for the next semester/term)
     - A new application must be submitted if you wish to continue your CPT in the following semester(s).

   **Note:** These dates become the official beginning and ending dates that will be listed on your new CPT I-20.

2. Review your letter of employment with your department chair, and obtain a signed “Recommendation Form for F-1 Curricular Practical Training” that provides:
   - Certification that the proposed internship (training) is related to your major program of study
   - Academic learning objectives that relate to your employment
   - An explanation of how these learning objectives will be assessed for your employment
   - The name and number of the academic course you will register for as part of your CPT (Not needed for CPT experiences required for graduation).

3. At least 5 days prior to the start of the internship, complete a “CPT Request Form” and bring this, along with the supporting material listed in steps (1) and (2) to the International Student and Scholar Center.

4. After being notified by the International Student and Scholar Center, pick up your new CPT I-20, before you may begin your training.
After Receiving CPT Approval from your Department Chair

Enroll in the appropriate work study, practicum, field program, internship, or cooperative education class. If the department chair indicates in his/her letter that this internship is required for graduation, a non-credit internship is permitted. However, if the required internship is the only class needed for graduation, and you are not enrolled in any other classes, then you must be enrolled for credit in the required internship class. Furthermore, you may not continue an internship, after receiving a T grade the previous semester, without registering for credit the following semester. You must complete the previous semester’s internship class before applying for another semester of CPT.

Important Reminders:

- CPT authorization is employer specific and is valid for the student’s current employer only. If the student changes jobs, he/she will need to apply for a new CPT authorization
- Working improperly or without authorization is a serious violation of F1 status! Please contact the ISSC for questions regarding CPT
- More than a total of 12 months of full-time CPT (anything over 20 hours) forfeits your eligibility for Optional Practical Training for the same degree level
- You are required to renew CPT authorization each semester, before working or training
Sample Letter of Employment/Internship for CPT

Note: *Please type the letter on company letterhead, and provide a hard copy of the letter to the student*

Date

International Student & Scholar Center
3885 West Campus Dr Dept 1130
Ogden, UT 84408-1130

To Whom It May Concern:

__________________________ has been offered employment/an internship with our company. He/She will be employed/interning from ___/___/___ to ___/___/_____. His/Her job title is ____________________, and his/her specific duties are _________________. He/She will be working ________ hours per week.

Sincerely,

Name of person within the hiring/internship company
Title
Name of company
Address
Phone
Email
Endorsement Form for F-1 Curricular Practical Training (CPT)

This form provides information and documentation necessary to grant Curricular Practical Training (CPT) employment to international students majoring in your department. The front side of this document should be completed by the student, and the reverse side should be completed by the Department Chair.

This section to be completed by Student

Student Name: ____________________________ W#: ____________________________

Major: ____________________________ Phone: ____________________________

1. Description of the CPT program: ____________________________________________
   ____________________________________________

   a. Company Name: ____________________________________________

   b. Location(s): ____________________________________________
   ____________________________________________
   ____________________________________________

   c. Name of your CPT supervisor: ____________________________

   d. Number of hours you will work per week: __________________

   e. Dates of CPT: ____/____/____ to ____/____/____

   f. Have you ever been granted full-time CPT before? _____Yes _____No

      If yes, please list all semesters: ____________________________
      ____________________________________________

   g. Have you ever been granted part-time CPT before? _____Yes _____No

      If yes, please list all semesters: ____________________________
      ____________________________________________

*Please have your Department Chair complete the reverse side of the document.
By signing below, I certify:

- This student will receive academic credit for this proposed CPT employment.
- The course must be listed in the WSU academic catalog, be specifically designed to award academic credit for an employment experience, and be a degree requirement for all students in the program.

Course name and number:
___________________________________________________________________________________

Department Chair (Printed): ___________________________________________________

Signature: ___________________________ Date: ____________________