



## Curricular Practical Training-Student Information

| Biographical Data: To be completed by the Student  |                        |  |          |
|--|------------------------|--|----------|
| Family Name:   | First and Middle Name: | Birth Date:  |          |
| Email:   |                        | UNT Student ID:  |          |
| U.S. Street Address:   |                        |  |          |
| City:  | State:                 | Zip:   | Phone #: |
| Country of Citizenship:  | Immigration Status:    | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female  |          |
| Current Degree Level:  |                        | Current Major:   |          |
| # of hours of On-Campus Employment:<br><small>(For PART-TIME CPT students: If also working on campus, you are limited to 20 hours of on campus work per week.)</small> |                        | Expected Degree Completion Date: (Semester/Year):<br><small>(If completing degree this semester, your CPT will end on the day you complete.)</small> |          |

| Please Submit the Following:  |
|---|
| <input type="checkbox"/> This form, completed   |
| <input type="checkbox"/> Completed Academic Advisor Certification   |
| <input type="checkbox"/> Completed Employer Form<br>- If your employer will fax the form, it is YOUR responsibility to make sure we receive the form. Please call or email once faxed to ensure proper processing.  |
| <b>Please note the following:</b><br>- You may NOT begin working until you have received a new I-20 authorizing you to work for the specific company.<br>- Normal processing is 5-7 business days.<br>- You must be registered (or pre-registered) for the CPT course before we can approve your CPT request.<br>- If you will have multiple employers, you must turn in a new Employer Form for each employer. |

I have fully completed the above information and understand the regulations regarding this process:

*If I have any questions, I will consult with an ISSS Advisor.*

|           |       |
|-----------|-------|
| Signature | Date: |
|-----------|-------|



## Curricular Practical Training-Academic Advisor Certification

| Student Information  |                        |            |
|----------------------|------------------------|------------|
| Student Family Name: | First and Middle Name: | ID Number: |

| Course Information   |
|--|
| Academic Department:<br><i>(Note: Student may only work on CPT in their Major area of study)</i> |
| Name of Course that student will take for CPT: _____   |
| Number of course that student will take for CPT: _____   |
| Number of credit hours student will earn for CPT: _____  |
| Begin date of Course: _____ End date of Course: _____  |
| <i>Note: The course must require that the student work off-campus using CPT to earn credit.</i>  |

| Employment Information   |
|--|
| Dates of Employment: Begin: _____ End: _____<br><i>(Dates from Advisor and Employer form need to match.)</i>   |
| Number of hours student will work per week: _____/week <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time<br><i>(For immigration purposes, Full-time is anything over 20 hrs/wk.)</i>   |
| Immigration regulation requires that this employment experience be an “integral part of an established curriculum”. International Student and Scholar Services must certify to SEVIS that it is “directly related to the student’s major area of study”. [8 CFR sec. 214.2(f)(10)]   |
| <b>Is this employment an integral part of the degree program and related to the major area of study?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Provide a complete description of the job or project the student will complete during CPT and the relevancy to the degree program of the student. If the student will complete any projects or paper based on the internship, provide that information as well:<br><br>_____<br><br>_____<br><br>_____<br><br>_____<br><br>_____ |

| Advisor Information              |             |  |
|----------------------------------|-------------|--|
| Academic Advisor Name and Title: | Department: |  |
| Email:                           | Extension:  |  |
| Academic Advisor Signature:      | Date:       |  |

**Once completed, please return this form to the student or to International Student and Scholar Services, RE:CPT.**



## Curricular Practical Training-Employer Form

| Students please fill out the following information:  |                     |            |
|--|---------------------|------------|
| Student Family Name:   | Student First Name: | ID Number: |
| This is my first CPT request for the semester <input type="checkbox"/><br>OR This is a request for an additional CPT for the current semester <input type="checkbox"/>   |                     |            |
| <b>Note: You may not begin working until you receive a new I-20 from our office authorizing employment with this specific employer. Requests take 5-7 business days.</b> |                     |            |
| Student Signature:   | Date:               |            |

| Employment Information  |
|---|
| Dates of Employment: Begin: _____ End: _____<br>(Dates from Advisor and Employer form need to match)  |
| Number of hours student will work per week: _____/week <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time<br>(For immigration purposes, Full-time is anything over 20 hrs/wk.) |
| Provide a complete description of the job or project the student will complete during this CPT period:<br>_____<br>_____<br>_____<br>_____<br>_____   |

| Employer Information  |       |
|---|-------|
| Name of Company:  |       |
| Company Address: _____<br>(No PO Boxes-<br>Physical Location<br>Of Employment) City: _____ State: _____ Zip Code: _____ |       |
| Name of Employer (Supervisor or contact person):  |       |
| Email Address and Phone Number:   |       |
| Signature of Employer:  | Date: |

**Once completed, please return this form to the student or to International Student and Scholar Services, RE:CPT.**

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## Curricular Practical Training - Frequently Asked Questions

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8 CFR sec. 214.2(f)(10) and sec. 274a.12(b)(6)(iii)

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### What is Curricular Practical Training?

Curricular Practical Training (CPT) is an *academic* program to allow students to participate in either an internship or training required of all students obtaining that degree, or an employment that is for degree credit and is an integral part of the degree program.

### Am I eligible for Curricular Practical Training?

If you have been enrolled in school full-time for two semesters and have maintained F-1 status for that period, you may be eligible for Curricular Practical Training.

Graduate students in programs that require immediate participation in Curricular Practical Training are exempt from the 9-month in-status requirement.

Students in English Language Programs are not eligible for Curricular Practical Training.

### What are my options for Curricular Practical Training?

There are two types of Curricular Practical Training:

- "*Required*" Curricular Practical Training is an internship or practicum that you **MUST** complete to earn your degree.
- "*For-credit*" Curricular Practical Training allows you to earn degree credit for employment in a job that is an integral part of your degree program. Internship and co-op programs fall into this category.

### If I participate in Curricular Practical Training, will I lose my opportunity for Optional Practical Training?

**ONLY** if you do one year or more of full-time Curricular Practical Training. CPT for shorter periods does not affect your Optional Practical Training. Part-time CPT does not affect your Optional Practical Training.

### What is the difference between Curricular Practical Training and Optional Practical Training?

Curricular Practical Training is an *academic* program that provides an employment or training opportunity for experience either *required* for the degree, or as an *integral part* of the degree program. Authorization is given by the Designated School Official at International Student and Scholar Services (ISSS).

Optional Practical Training authorization is given by Citizenship and Immigration Services (CIS) to allow a student to be employed in his field of study to gain work experience.

### Do I need to register for credits when using Curricular Practical Training?

Yes.

### Do I register for credit even when using the UNT Internship Office's services through the Career Center?

Yes.

### Do I register even in the summer?

Yes.

### How do I know what course to register for?

Consult your academic advisor to determine the appropriate course in your department that has a training component.

### How many credits do I have to take?

Part-time CPT students (even if you are working up to 20 hours on campus and 20 hours CPT) register as a full-time student. Full-time CPT students register as a part-time student.

**How many hours can I work?**

Part-time CPT is 20 hours or less per week.

Full-time CPT is more than 20 hours per week.

***Can I work 20 hours per week on campus and 20 hours per week on CPT?***

Yes. Students who work on campus for 20 hours a week may also have part-time CPT (20 hours or less). The student's total work hours for each type of employment (on campus and part-time CPT) may not exceed 20 hours while school is in session. Please keep in mind, this is only for students who will have part-time CPT. This does NOT apply to full-time CPT students.

***What does Citizenship and Immigration Services (CIS) consider as "employment"?***

If you receive any kind of compensation, even in-kind compensation such as meals, housing, or insurance, CIS would consider it to be employment. You would then need to apply for CPT.

**When can I start my CPT employment?**

You may start employment on the begin date listed on page 2 of the I-20. Your authorization is specific to a begin date, and end date, and a specific employer. Any employment before or after these dates is unauthorized employment and will cause a big problem for you. Be careful!

**How will my employer know I am authorized to work for curricular practical training?**

The I-20 (page 2) indicates the dates you are authorized to work for that employer.

***PROCEDURE FOR OBTAINING CURRICULAR PRACTICAL TRAINING AUTHORIZATION***

- 1) Discuss academic program with academic advisor to determine that Curricular Practical Training is an integral part of your program.
- 2) Contact the Career Center (<http://studentaffairs.unt.edu/career-center>) to speak with an Internship Coordinator to find out about how to obtain employment and credit for your internship.
- 3) After receiving job offer, complete all forms included in the CPT packet.
- 4) Register for the course indicated on the Advisor Form for CPT.
- 5) Submit completed packet to International Student and Scholar Services.
- 6) When ISSS has completed employment authorization, they will contact you to pick up your I-20 which will contain the employment authorization.
- 7) Failure to remain enrolled in the appropriate course results in illegal employment.
- 8) Remember, **you may not begin employment until you have employment authorization.**