

Applying for Curricular Practical Training

Getting started:

First, you need to read this handout. There's no point in applying for CPT if you don't submit all required materials. You won't know what you need to submit unless you read this document. You are submitting an application for employment authorization. That means that there is a chance that it will be approved BUT also a chance that it will not be approved.

DO NOT BEGIN EMPLOYMENT UNLESS YOU HAVE EMPLOYMENT AUTHORIZATION IN YOUR HANDS. Any employment engaged in BEFORE you get the employment is UNAUTHORIZED and a violation of your student status.

If your employment meets the CPT criteria, the employment will be authorized by the Office of International Services. The authorization will be done by our issuing you a new I-20. Please follow this procedure to apply.

1. Review this handout and obtain all the necessary application materials
2. Submit a complete application at the front desk in the International Student and Scholar Services (ISSS). Your application will be reviewed. If the application meets CPT criteria you will receive a new I-20 with the employment authorization within three business days.
3. You will receive an email from the ISS to let you know if there are any questions about your application OR to pick up the employment authorization.

Please note the following regarding CPT:

- CPT is restricted to employment that is
 - Directly related to your major field of study
 - Required for a class or a degree. It is not for employment that is "recommended" by your academic advisor.

If you are not satisfying some part of your core or elective program requirements by engaging in this employment, then the employment is not a required part of your program and will not meet CPT eligibility requirements.

- You must have a job offer to apply for CPT. Job offer must include beginning and ending dates. You are required to bring your job offer letter with you at the time of your appointment. If your job offer has a start date that has already passed, then the CPT will not be authorized.
- Full-time permanent job offers do not qualify for CPT
- CPT is employer-specific. When the employment is authorized by the ISSS. The address of the employer will be indicated. You may only work with the employer indicated on your Form I-20. If you are assigned to another location, you must notify the ISSS and we will update your I-20.
- **INDEPENDENT STUDY:** Students are allowed to arrange for independent studies with their departments. In many cases the independent study does not satisfy any academic core or elective requirements. **That type of independent study does not "count" for CPT.** HOWEVER, if the independent study will satisfy an elective requirement, it could be considered.
- If you bring an complete application that clearly demonstrates that the employment is being used to fulfil an academic requirement, the employment will be authorized within 2-3 business days. The authorization will be done by the ISSS generated a brand new I-20.

AGAIN, Do not begin working or attend any orientations, training, etc related to the employment without authorization from our office or USCIS; to do so would be a very serious violation of your F-1 status. It doesn't matter if you don't get paid until the end of the week or the end of the month. Providing a service with the knowledge that you are going to be paid is work

If the employment you are seeking is not **required** by your academic program, then it is by definition an option. You need to be able to document that without engaging in the employment you will not be able to meet a degree requirements. If your proposed employment is not required by your degree, a particular course or part of Cooperative Education you must apply for Optional Practical Training.

You are eligible for CPT only if the employment you are seeking authorization for meets at least one of the criteria listed below:

The employment is a requirement of a student's academic program of study. This requirement must be documented in the specific degree program's curriculum, as approved by the appropriate college or school.

- The student must provide a copy of the Graduate Bulletin or the College's Student Handbook which specifically states that all students in that degree program **MUST** work before receiving a degree. Training that is required by your degree program always meets CPT requirements whether or not you receive academic credit for your work. An example of CPT required of all students might be supervised fieldwork for a Master of Social Work (MSW) degree in a program where all MSW candidates are required to work with a social service agency. Examples include Tourism & Hospitality, Social Work, etc.

The employment is a requirement of a particular course in which the student is enrolled.

- This requirement must be documented in the course syllabus, as approved by the appropriate college or school.
- Please note that it must be clear that if you are registered for an independent study for which you will register is fulfilling a degree requirement (either a core requirement or a required elective) and not created simply to facilitate employment.
- The training program must be listed in the school's course catalog with the assigned number of credits and the name of the faculty member teaching the course clearly indicated.
- There should also be a description of the course with the course objectives clearly defined.
- Students enrolled in such a course may work out the details of their specific projects within the established course objectives under the supervision of the instructor. An independent study that is established for the purpose of facilitating an internship that is not required will not be considered.

Undergraduate students who are enrolled in one of Temple's official "Cooperative Education" courses.

- Please visit www.temple.edu/careerdev/ for more information.
- Speak with your academic advisor. There are courses in the business school that requirement employment and might fulfill your need for an elective.
- The Co-Op course must fulfill a degree program elective requirement and count toward completion of the undergraduate degree program.

CPT WILL NOT be authorized based on Thesis or Dissertation credits.

A student whose employment does not fit one of the above referenced categories is not eligible for CPT and must apply for employment authorization through Optional Practical Training (OPT).

Curricular Practical Training FAQ

What is the difference between Part Time and Full Time CPT?

Employment for 20 hours or less per week is considered part-time; employment for more than 20 hours/week is considered full-time.

Full-time employment for less than twelve months does not affect eligibility for employment authorization in OPT. If you request and are authorized twelve months of full-time CPT you will lose OPT.

Do I need to go to school if I am working on CPT?

YES!! If you are authorized for part-time CPT during the Fall or Spring semester, you must continue to be enrolled as a **full-time student** in order to maintain your Nonimmigrant Student (F-1) status. If you are working under CPT during the summer you only need to take the credits that relate to the CPT authorization.

Can I hold a Teaching / Research Assistantship and still work on CPT?

Your total employment during a given semester may not exceed 20 hours/week. Therefore, if you are a teaching / research assistant or graduate extern, it is unlikely that you will be eligible for off-campus employment, as assistantships generally require "employment" of 20 hours per week.

ALSO, every assistantship letter that Temple University issues has a paragraph that disallows employment outside the TA or RA contract. Individuals who have a TA or RA are required to obtain approval for any additional employment. Refer to your assistantship letter.

Can I apply for Full Time CPT?

Only employment required for a degree or a class may be authorized for full-time during Fall and Spring semesters. Full-time employment may be authorized only for graduate students who have completed all course requirements for a program of study. There are no exceptions to this policy at any point in your academic career.

Can I apply for CPT if I am offered a full-time permanent job offer?

No. If you are offered a full-time permanent position, you should consider applying for Optional Practical Training or change to H-1B1 status. The probationary period of a permanent job offer does not qualify for CPT. Employment under CPT requires that the employment be considered an internship, externship, practicum, or co-operative employment. An offer letter that does not include the fact that the employment falls under one of those categories **WILL NOT BE ACCEPTED.**

When am I eligible to apply for CPT?

You must be an F-1 student who has completed at least one academic year of full-time study (you may have held a non-immigrant status that allows for full-time study such as J-2 or H-4). If you are a graduate student and are required to begin employment immediately by the degree program (not for a specific course), you may, with proper documentation from your academic department, be authorized for CPT prior to completing the one academic year requirement. **If the employment falls under co-op, the employment should last for no less than least twelve weeks. This is a Temple University policy, not a requirement of the federal government.**

Can I work anywhere with CPT authorization?

No! CPT is employer-specific. You may only work with the employer indicated on your Form I-20. That is, while you are on CPT, you may not change employers without first obtaining the written approval of the Academic Advisor and the International Student Advisor.

To: Academic Advisor
From: International Student and Scholar Services
Re: Curricular Practical Training

This form is not to be completed by a student, but only by the academic advisor or other authorized departmental representative.

Curricular Practical Training (CPT) is a benefit (not an entitlement) by which a student in Nonimmigrant Student (F-1) status may be authorized to accept off-campus employment that is required to fulfill an academic component of her/his program.

CPT cannot be authorized for employment which:

- "is beneficial,"
- "a good opportunity," or
- simply provides the student an additional source of income. For such requests for off-campus employment authorization, the student should consider applying for Optional Practical Training or Employment Based on Economic Hardship.

By completing and signing the academic advisor's form, you, in your capacity as this student's academic advisor or authorized departmental representative, are attesting to the fact that this student will not be able to complete her/his academic program without engaging in the proposed employment. Therefore, you should have very clear University-approved documentation verifying that the student will not be able to complete her/his academic program without engaging in this employment. This documentation should be submitted along with this application.

If the Department of Homeland Security (DHS) is not clear on why the employment is required for successful completion of the academic program, the agency may contact the university. Should the DHS require additional documentation as to the necessity of this employment, you will be required to provide evidence to satisfy their inquiry.

We appreciate your assistance in providing all of the necessary documentation that clearly demonstrates that the proposed employment is a requirement of this student's academic program.

No employment will be authorized if any items are missing. The student should bring this form to her/his appointment with an ISSS advisor.

Student's name	TU ID#
*SPECIFIC DATE of Degree Completion (mm/dd/yyyy) by which student will meet program requirements (i.e. date of last class, defends dissertation, submits thesis, completes last exam for degree) [Must Be Completed]	
Has this student continuously completed full course of study? If not, please explain why student has fallen below full-time status. Graduate students must complete 9 credits hours per Spring and Fall semesters – Graduate Students with a Teaching / Research Assistantship may register for and complete a minimum of six (6) credits. Undergraduate students must complete a minimum of 12 credit hours.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Curricular practical training is meant to fulfill an academic requirement. To that end, we need to know how the employment is required for the <input type="checkbox"/> academic program <input type="checkbox"/> a core requirement or <input type="checkbox"/> A required elective.	

In order to complete the degree program in which this student is enrolled, the student must complete the following core courses: (You may instead attach an advising form if the information is already available in a different format for this student.)	
---	--

In order to complete the degree program in which this student is enrolled the student must complete the following elective courses: (You may instead attach an advising form if the information is already available in a different format for this student.)	
--	--

The employment being sought will satisfy the requirements of (indicate the class/requirement this employment will satisfy)	
---	--

Please Choose One of the Three Options Below. If the employment is based on a student being enrolled in a class, the student must actually be enrolled in the class at the time that this application is submitted

Student Name:

1. In order to complete the degree program in which this student is enrolled the student will not complete the degree unless s/he completes ___ hours of
 internship teaching.

Attach ALL OF THE FOLLOWING MATERIALS

- An offer letter (please see template at the end of this handout). Do NOT bring an offer letter that has a start date that is already passed. The offer letter must have a start date that is still in the future and allows time for the ISSS to make the recommendation. It should be at least one week beyond the date you submit your applicaiotn.
- A copy of the graduate or undergraduate bulletin, which describes the program of study and clearly demonstrates that the employment is a required part of the program. Examples include but are not limited to Tourism & Hospitality and Social Work.

The student is enrolled in _____ (insert name of class) and has employment that will fill the requirements of a required elective _____ course that the student still needs in order to meet degree requirements. The class will satisfy _____ # of credits required for completing his/her program

2. The student will enroll in a course which requires employment

Attach ALL OF THE FOLLOWING MATERIALS

- Do NOT bring an offer letter that has a start date that is already passed. The offer letter must have a start date that is still in the future and allows time for the ISSS to make the recommendation. It should be at least one week beyond the date you submit your applicaiotn.
- a letter from academic department stating that the student is enrolled in a course listed in the school's course catalog. Please refer to the template on the following page. Students enrolled in such a course may work out the details of their specific projects within the established course objectives under the supervision of the instructor
- Attach a copy of the course description demonstrating the need for employment

The student is enrolled in _____ (insert name of class) and has employment that will fill the requirements of a required elective _____ course that the student still needs in order to meet degree requirements. The class will satisfy _____ # of credits required for completing his/her program

3. The employment is offered through Career Development Services' CO-OP program.

Attach ALL OF THE FOLLOWING MATERIALS

- An offer letter (please see template at the end of this handout). Also please attach the CO-OP approval letter from Career Development Services, proof that the student is registered in the Co-Op Program for at least one credit and that the Co-Op course will fulfill a degree program elective requirement.
- An offer letter must be submitted at the time of the appointment. (please see template at the end of this handout). Do NOT bring an offer letter that has a start date that is already passed. The offer letter must have a start date that is still in the future and allows time for the ISSS to make the recommendation. It should be at least one week beyond the date you submit your applicaiotn.

Advisor's Name and Title

Advisor's Signature

Advisor's Email Address

Template for Academic Advisor's Letter of Explanation if Student is Applying For CPT based on an Independent Study (must be an elective that will "count" towards completion of student's degree) or Co-Op Course (the course must be an elective that will "count" towards completion of student's degree)

N.B.: Letter must be produced on Temple University Departmental letterhead

Date

To the Office of International Services:

This letter is to certify that (Name Of Student) is enrolled in (Name Of Class) for the (Indicate Semester) semester. This class will be taught by (Name Of The Professor). (Name Of The Academic Department) requires that all students enrolled in this class engage in employment for (Length Of Time) and that the nature of the employment is (examples are teaching, researching, etc). The training is an integral / critical part of the academic program of this student because (examples of this could be writing a paper, giving a presentation to a class, etc to explain what s/he learned while working). The training is directly related to the student's major (not minor) field of study because (Provide Reason). Credit from (Name Of Class) will apply directly to the overall credits needed for the student's degree, either as a mandatory required class or as an elective.

Sincerely,

Advisor's Signature in Blue Ink

Name

Title

TEMPLATE FOR EMPLOYER OFFER LETTER FOR EMPLOYMENT IN CURRICULAR PRACTICAL TRAINING (CPT)

N.B.: Letter must be produced on organization's letterhead

DATE

STUDENT NAME
ADDRESS

Dear STUDENT:

(Name Of Company/Organization) is pleased to offer you the position of (Job Title) which is an (internship **OR** externship **OR** co-operative educational opportunity. Pick one as appropriate) at our (Job Location) facility located (Provide actual address where student will work. Include city state and zip code. The information is all required in order to authorize employment). You are scheduled to work (Number Of Hours) per week, beginning (Start Date) and ending (End Date). For this employment you will be paid a rate of (Amount) per (hour, week, etc).

For this position, your major duties and responsibilities will include (Brief Job Description). In addition, it is our understanding that you will be authorized to accept this employment under United States Citizenship and Immigration Service regulations governing Nonimmigrant Students (F-1) and Curricular Practical Training (CPT) status.

Sincerely,

Hiring Official's Signature
Name
Title

TO THE STUDENT: COMPLETE THIS FORM AND BRING IT WITH YOU ON THE DAY OF YOUR APPOINTMENT.

Fill in the blanks. If you do not have any of the materials in identified in the right hand column, the employment will not be authorized. You MUST BE REGISTERED FOR ANY CLASS ASSOCIATED WITH THE CPT AT THE TIME OF YOUR APPOINTMENT

Student's name	TU ID#
<p>I am applying for CPT because I will not complete my current degree unless I complete ___ hours of</p> <p><input type="checkbox"/> internship <input type="checkbox"/> teaching.</p>	<p><u>I have Attached</u></p> <p><input type="checkbox"/> An offer letter from the prospective Do NOT submit an offer letter that has a start date that is already passed. The offer letter must have a start date that is still in the future on the day of your appointment.</p> <p><input type="checkbox"/> A copy of the graduate or undergraduate bulletin, which describes the program of study and clearly demonstrates that the employment is a required part of the program. Examples include but are not limited to Tourism & Hospitality and Social Work.</p> <p><input type="checkbox"/> A copy of proof that I have already registered for the class which requires this employment</p>
<p>I am applying for CPT because I am enrolled in a course which requires employment</p>	<p>I have attached</p> <p><input type="checkbox"/> An offer letter (please see template at the end of this handout). Do NOT bring an offer letter that has a start date that is already past. The offer letter must have a start date that is still in the future on the day of your appointment.</p> <p><input type="checkbox"/> a letter from academic department stating that the student is enrolled in a course listed in the school's course catalog.</p> <p><input type="checkbox"/> Attach a copy of the course description demonstrating the need for employment</p>
<p>I am applying for CPT because I am enrolled in a co-op class and The employment is offered through Career Development Services' CO-OP program</p>	<p><input type="checkbox"/> An offer letter (please see template at the end of this handout). Do NOT bring an offer letter that has a start date that is already past. The offer letter must have a start date that is still in the future on the day of your appointment.</p> <p><input type="checkbox"/> Attach an offer letter (please see template at the end of this handout). Also please attach the CO-OP approval letter from Career Development Services, proof that the student is registered in the Co-Op Program for at least one credit and that the Co-Op course will fulfill a degree program elective requirement.</p> <p><input type="checkbox"/> Copy of your undergraduate requirements that demonstrates that CO-op class is an elective</p>

Student's name	TU ID#
I will be working for	Name of Company:
Address with the employment will take place (REQUIRED)	
Employment start	
Employment end	
Employment is	<input type="checkbox"/> full-time (will not be authorized during the academic year except for employment required by degree program. i.e. Tourism & Hospitality) <input type="checkbox"/> part-time not to exceed 20 hours per week

I understand that should I drop the course associated with this class the employment associated with it will be void.

I also understand that if I need an extension, I must follow all of the steps listed in this handout, including scheduling another appointment.

Name

DATE