

## Applying for Curricular Practical Training

### Getting started:

Please read this entire handout before you begin to apply for Curricular Practical Training (CPT). Do not submit your CPT application to ISSS without all of the required application materials. This is an application for employment authorization, which means there is a chance it will be approved; however, there is also a chance that it will not be approved. **DO NOT BEGIN CPT EMPLOYMENT BEFORE YOU RECEIVE EMPLOYMENT AUTHORIZATION FROM THE ISSS OFFICE.** Any employment engaged in BEFORE you receive authorization is UNAUTHORIZED and is a violation of your student status.

If your employment meets the CPT criteria, the employment will be authorized by International Student & Scholar Services. The authorization will be completed by the issuance of a new I-20. Please review the following procedures to apply:

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

Please note the following regarding CPT:

- CPT is restricted to employment that is:
  1. Directly related to your major field of study
  2. 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 letter to apply for CPT. The job offer letter must include beginning and ending dates of the employment. If your job offer has a start date that has already passed, 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 in your SEVIS record. You may only work with the employer indicated on your Form I-20. If you are assigned to another location, you must notify ISSS and we will update your I-20.
- INDEPENDENT STUDY: Students are allowed to arrange for independent studies with their academic departments. In many cases, the independent study does not satisfy any academic core or elective requirements. This 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 a complete application that clearly demonstrates the employment is being used to fulfill an academic requirement, the employment will be authorized within 5 business days. The authorization will be done when the ISSS advisor issues a 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 serious violation of your F-1 status. It does not matter if you do not 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 employment.**

If your academic program does not require the employment you are seeking, 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 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:

**1) 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.**

- In this case, 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. For example, 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.

**2) 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. If you are registered for an independent study course, it must be clear the course is fulfilling a degree requirement (either core requirement or a required elective) and not created simply to facilitate employment.
- The training program must be listed in the school's course requirements with the assigned number of credits and the name of the faculty member teaching the course must be clearly indicated.
- There must 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.

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

- Please speak with your academic advisor to know if a Co-Op course is available to you.
- The Co-Op course must fulfill a degree program elective requirement and count toward the 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 OPT employment authorization. If you request and are authorized twelve months of full-time CPT you will no longer be eligible for 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, an assistantship generally requires employment of 20 hours per week.

In addition, 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?**

Full-time employment may only be authorized if the employment takes place over the Summer break or if full-time employment is specifically required for a degree or a class 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, as long as you have submitted 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.

## Curricular Practical Training Application Materials

Please submit the following four pages to your academic advisor for review. To be eligible to apply for CPT, your advisor must complete the advisor form on pages two and three. If your application for CPT is based on your registration for an independent study, your advisor must also write a letter of explanation. A template for the letter of explanation is on the fourth page.

You will also need to provide to the ISSS an offer letter of employment (see template on page 5) and a completed student request form for CPT (see pages 6 and 7).

**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 application items are missing.

**CPT Academic Advisor Form**

<b>Student's name:</b>	<b>TU ID#:</b>
<p>*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) :</p> <p><b>[Must Be Completed]</b></p>	
<p>Has this student continuously completed full course of study?</p> <p>If not, please explain why student has fallen below full-time status. Graduate students must complete 9 credit 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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Curricular Practical Training is required to fulfill an academic requirement. Employment is required for (please check one): <input type="checkbox"/> academic program    <input type="checkbox"/> a core requirement    <input type="checkbox"/> A required elective.</p>	

**If employment is required to complete the academic program and does not fulfill a course requirement, you may continue to the next page. Otherwise, please fill in the appropriate box listed below:**

<p>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) :</p>	
<p>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) :</p>	
<p>The employment being sought will satisfy the requirements of (indicate the class/requirement this employment will satisfy) :</p>	

**On the following page, please choose one of the three options listed. If the employment is based on the student enrolling in a course, the student must be registered for the course 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 (please check one): \_\_\_\_\_ internship \_\_\_\_\_ teaching**

In this case, the student must submit the following along with this application form:

- An employment offer letter (please see template at the end of this handout). The offer letter must have a future start date from the date of applying for CPT.
- 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.

- 2. The student will enroll in a course that requires employment. The student is enrolled in \_\_\_\_\_ (insert name of class) and has employment that will fill the requirements of a: \_\_\_\_\_ required OR \_\_\_\_\_ 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.**

In this case, the student must submit the following along with this application form:

- An employment offer letter (please see template at the end of this handout). The offer letter must have a future start date from the date of applying for CPT.
- A letter from academic department stating that the student is enrolled in a course listed in the school's course requirements. 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.
- A copy of the course description demonstrating the need for employment.

- 3. The employment is offered through a Co-Op program that is required for degree completion.**

In this case, the student must submit the following along with this application form:

- A letter from the academic department stating student is enrolled in a co-op course that fulfills a degree program requirement (see template in CPT handout).
- An employment offer letter (please see template at the end of this handout). The offer letter must have a future start date from the date of applying for CPT.
- A copy of student's undergraduate requirements, which demonstrates the co-op course, is an elective.

**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 **(name of student)** is enrolled in **(name of course)** for the \_\_\_\_\_ semester. This class will be taught by **(name of professor)**. **(Name of academic department)** requires that all students enroll in the course for **(length of time)** and that the nature of the student's employment is **(ex: teaching, researching, etc.)**. The training is an integral/critical part of the academic program of this student because **(ex: "student must complete a research paper, give a presentation, etc. to explain what s/he has learned during his/her employment")**. The training is directly related to the student's major (not minor) field of study because **(provide explanation)**. Credit from **(name of course)** 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

Advisor's name (printed)

Title

## Template for employer offer letter of employment to student for Curricular Practical Training (CPT)

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

Date  
Student name  
Address

Dear **(name of student)**:

**(Name of company /organization)** is pleased to offer you the position of **(job title)** which is an **(internship, externship, or co-operative educational opportunity)** at our **(job location)** facility/office located at **(provide address where student will work, include city, state, and zip code)**. You are scheduled to work **(#)** hours per week, beginning **(employment start date)** and ending **(employment 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 Student (F-1) status and Curricular Practical Training (CPT).

Sincerely,

Hiring Official's Signature  
Name  
Title



## Student Request Form for CPT

**To Student: Please fill in one of the sections listed below and complete the second page. Submit this form along with the other required materials listed to apply for CPT. If you do not have any of the materials identified in the right hand column, the employment will not be authorized. YOU MUST BE REGISTERED FOR ANY CLASS ASSOCIATED WITH CPT AT THE TIME OF APPLYING.**

<b>Student's name:</b>	<b>TU ID#:</b>
<p><b>1. I am applying for CPT because I will not complete my current degree unless I complete _____ hours of:</b></p> <p>_____ internship    _____ teaching</p>	<p><b>I have attached the following:</b></p> <ol style="list-style-type: none"> <li>1. An employment offer letter (please see template at the end of this handout). Do NOT bring an offer letter that has a start date that has already past. The offer letter must have a future start date from the date of applying for CPT.</li> <li>2. 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 &amp; Hospitality and Social Work.</li> </ol>
<p><b>2. I am applying for CPT because I am enrolled in a course which requires employment.</b></p>	<p><b>I have attached the following:</b></p> <ol style="list-style-type: none"> <li>1. An employment 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 future start date from the date of applying for CPT.</li> <li>2. A letter from my academic department stating I am enrolled in a course provided by my school (see template in CPT handout).</li> <li>3. A copy of the course description demonstrating the need for employment.</li> </ol>
<p><b>3. I am applying for CPT because I am enrolled in a co-op course.</b></p>	<p><b>I have attached the following:</b></p> <ol style="list-style-type: none"> <li>1. An employment offer letter (please see the template at the end of this handout). Do NOT bring an offer letter that has a start date that has already past. The offer letter must have a future start date from the date of applying for CPT.</li> <li>2. A letter from my academic department stating I am enrolled in a co-op course that fulfills a degree program requirement (see template in CPT handout).</li> <li>3. A copy of your undergraduate requirements, which demonstrates the co-op course, is an elective.</li> </ol>

<b><u>Student's name</u></b>	<b><u>TU ID#</u></b>
<b>Name of employer:</b>	
<b>Address of employment:</b>	
<b>Employment begins:</b>	
<b>Employment ends:</b>	
<b>Employment is:</b>	<p>____ full-time (will not be authorized during the academic year except for employment required by degree program)</p> <p>____ part-time (not to exceed 20 hours/week)</p>

**I understand if I drop the course associated with this employment, my employment will no longer be authorized. I understand if I need an extension of my CPT authorization, I must submit a new CPT application.**

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Name

DATE