Application Procedure for Curricular Practical Training (CPT)

1. Obtain approval from the Department Chair

2. Find a job/internship in your field of study

3. Obtain a letter from your employer (sample letter attached)

4. 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)

5. Register for Internship Credit

6. 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
   - Proof that you have registered for internship credit

7. 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
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.

*Remember, you are required to renew authorization every semester.*
Sample Letter of Employment/Internship for CPT

Note: *Please type the letter on company letterhead

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
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. This form must be completed and signed by the Department Chair.

Student Name: ________________________________ W#: __________________

Major: ________________________________ Phone: __________________

1. Description of the training program:
   a. Company Name: ____________________________________________
      [ ] Job [ ] Internship
   b. Location(s): ________________________________________________
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________
   c. Name of training supervisor: _________________________________
   d. Number of hours the student will work per week: ______________
   e. Dates of the training: ___/___/____ to ___/___/____

2. This CPT is (please check the box, and provide the necessary information):
   [ ] A graduation requirement for all students majoring in this major under this course name and number:
      __________________________________________________________
   [ ] An integral part of the student’s cooperative education, explained by the following learning outcome(s):
      __________________________________________________________
      Course name and number:
      __________________________________________________________
      Department Chair (Printed): _________________________________
      Signature: __________________ Date: ______________