



Application Procedure for Curricular Practical Training (CPT)

- **Obtain approval from your faculty/academic advisor**
- **Find a job/internship in your field of study**
- **Obtain a letter from your employer** (sample letter attached)
- **Complete the *CPT Cooperative Agreement* with your faculty/academic advisor and also employer**
- **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:**
 - Complete *CPT Cooperative Agreement***
 - Letter of Employment/Internship* from your employer**
 - If internship is paid, you must have a valid social security card. If you do not, you must apply via the ISSC process**
- **Report to internship/job site/clinical for training**



***Prior to applying for CPT, you MUST get approval from your faculty/academic advisor**

***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 at least one additional class that is face to face for the entire semester.
 - 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 **CPT Cooperative Agreement** 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 faculty/academic advisor, and obtain a signed **CPT Cooperative Agreement** 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.
3. At least 5 business days prior to the start of the internship, bring a completed **CPT Authorization Agreement**, along with your employment letter, 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 CPT, including any training.



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,

Immediate Supervisor Name
Title
Name of company
Address
Phone
Email



CURRICULAR PRACTICAL TRAINING (CPT) COOPERATIVE AGREEMENT

CPT is allowed for in-status, F-1 international students. This agreement documents the responsibilities and training objectives agreed upon by the employer, faculty/academic advisor and student. The purpose of CPT is academic, not just for employment purposes, so it must be considered an integral part of the student’s degree program.

Employer – Provide on-site supervision, work and training experience, and an evaluation of the student’s work.

Student – Follow all employer policies and immigration rules and regulations and participate in the learning objectives.

Faculty – Provide guidance and instruction on learning outcomes and ensure the training is part of an established curriculum and part of the student’s major.

STUDENT INFORMATION

Name: _____ W#: _____

Phone Number: _____ WSU Email: _____

Major: _____ Anticipated Graduation Semester/Year: _____

a. Have you ever been granted full-time CPT before? ___Yes ___No

If yes, please list all semesters: _____

b. Have you ever been granted part-time CPT before? ___Yes ___No

If yes, please list all semesters: _____

ACADEMIC/EMPLOYMENT INFORMATION (filled out by Faculty/Academic Advisor)

Course Name and Number: _____

Faculty/Academic Advisor Name: _____

Phone Number: _____ E-mail Address: _____

Company Name: _____

Company Address (site of CPT): _____

Supervisor Name: _____

Phone Number: _____ Number of Hours per Week: _____

Start Date (mm/dd/yyyy) _____ End Date (mm/dd/yyyy) _____

(Continued on reverse side)



This student's CPT is:

- Required for graduation
- An elective
- A cooperative agreement

TRAINING OBJECTIVES

Please detail the academic objectives for the work period and what skills/experiences the student will gain:

The following parties have agreed to the Training Objectives and all of the required CPT rules and regulations. In addition, the student must enroll in the appropriate course before submitting the *CPT Cooperative Agreement* to the ISSC. Please note that it will take 5 business days for the student to receive his/her I-20, which must be issued, before the student can begin CPT. In addition, if the student requires a social security card, he/she must be in possession of the card before beginning any employment, including training.

Student Signature: _____ Date: _____

Faculty/Academic Advisor Signature: _____ Date: _____

Employment Supervisor Signature: _____ Date: _____