



## F-1 Curricular Practical Training (CPT) for Internship Course

### What is CPT?

**Curricular Practical Training (CPT)** is a type of work authorization which allows F-1 students to engage in off-campus employment directly related to their field of study. Per U.S. federal regulations, CPT must be an integral part of your curriculum or academic program. At HCC, this means you need to earn course credit for your employment. Employment on CPT may include internships (paid or unpaid), practicums, cooperative education or any other type of off-campus employment related to your major.

**CPT for an internship class can only be authorized for part-time employment (20 hours per week or less) in the fall or spring terms.** Part-time CPT will not affect your Optional Practical Training (OPT).

**In the summer, CPT can be authorized for full-time employment (more than 20 hours per week).** Using 12 months of full-time CPT will cause you to automatically lose your eligibility to apply for OPT.

### Who is eligible for CPT?

For CPT eligibility, you must:

- 1.) Have completed at least 1 academic year of full-time study in the U.S.;
- 2.) Be in legal F-1 visa status;
- 3.) Enroll in an internship class for the semester you want to work;
- 4.) Have a job offer from an off-campus employer.

### What are the work authorization dates?

CPT is authorized for the semester that you are enrolled in the internship class. You will be authorized from the first day of classes until the last day of classes for the term. Check the HCC academic calendar for exact dates.

### How do I apply for CPT?

Apply early because CPT is only granted on a semester by semester basis. This means that you must reapply for CPT every semester that you want to work. To be authorized for CPT multiple times, your internship class must be repeatable for course credit.

Submit the following documents to the Center for International Education:

- *Job Offer Letter* (on company letterhead) detailing:
  - Position Title
  - Duration of employment, start and end dates
  - Number of hours to be worked per week
  - Employer name, physical address where actual work will be performed and supervisor contact information
- *Job Description* of the work you will perform
- *CPT Request Form* completed and signed

**If you are approved, the Center for International Education will authorize CPT on your SEVIS record and issue you a new I-20 with a CPT authorization on page 2. You must have your CPT endorsed I-20 before you may begin working.**

#### While on CPT you are required to:

- **Work only within the dates authorized on your I-20;**
- **Work only with the employer listed on your I-20;**
- **Maintain full-time enrollment, and**
- **Stop working after the CPT end date on your I-20.**



## CPT Request Form for Internship Courses Only

Please complete all sections of this form and sign below. Attach a copy of your job offer letter and job description.

<b>Student ID#</b>	<b>FAMILY Name</b>	<b>First Name</b>
<b>US Phone #</b>	<b>Date of Birth</b>	<b>Email Address</b>
<b>Degree Program/Major</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <b>Year: _____</b>	
<b>Academic Term Requested (check one)</b>		

**Name of Employer:** \_\_\_\_\_

**Worksite Address:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Earning course credit for your internship is a requirement of CPT. Therefore, you must be enrolled in an internship class before your CPT can be approved. Are you currently enrolled in an internship course?**

Yes       No      If yes, course name: \_\_\_\_\_

**How is this internship related to your academic or career goals?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Your Responsibilities on CPT

Please read and check the box for each of the following. By signing below, you indicate that you understand your responsibilities while on CPT.

- While on CPT you may only work during the authorization dates listed on the I-20.
- You may not begin working until you have received the I-20 with the CPT endorsement on page 2.
- You must notify a CIE advisor before changing your employer, position or work location.
- If your F-1 status is terminated during your CPT, you must stop working immediately.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

For office use only:

Internship Course Enrollment

Academic Standing; Meet Academic Year Rule      **Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Job Offer Letter and position description