



UNIVERSITY OF
ST. THOMAS

CURRICULAR PRACTICAL TRAINING

Warning: F-1 students can NOT work off-campus without proper authorization from OISSA or USCIS. Unauthorized employment is a direct violation of F-1 status and will result in TERMINATION of I-20/SEVIS record.

What is CPT?

Curricular Practical Training (CPT) is temporary employment for F-1 students that is *directly related to his or her major area of study and is an integral part of the established curriculum*. The employment must be a degree requirement; or you must earn academic credit(s) from the employment as an internship/clinical/field study/practicum or similar course that requires practical training.

Students need to apply for CPT for any applicable practical training whether or not they will receive any form of compensation. A student authorized for CPT may only be employed for specific dates and employer as approved by the Office of International Services and Study Abroad (OISSA). Any changes in the employment require a new CPT application. The student must resubmit a new application to OISSA and wait for a newly issued I-20 in order to continue employment.

How do I know if I am eligible?

In order to be eligible for CPT, a student must:

- Have maintained F-1 status
- Have enrolled full-time for **one academic year** (including one spring semester and one fall semester). If your program requires immediate participation, there are exceptions for some graduate students.
- Meet the academic criteria for the practical training course as determined by academic policies such as academic level requirement and prerequisites for an internship course. Please consult with your academic advisor/department on the course requirements.
- Obtain an employment/training offer directly related to your field of study that meets the practical training course requirements.

Determination of Part-Time and Full-Time CPT:

CPT consisting of 20 hours or less per week is considered part-time. Any employment over 20 hours per week is considered full-time. Students who engage in one year (12 months cumulative) or more of full-time CPT are **ineligible** for Optional Practical Training (OPT) at the same degree level.

Application Process:

To apply for CPT, each student will need to submit the following to OISSA:

- Completed CPT Request Form with the required verification and signature from academic department
- An official letter from the prospective employer (waived if assigned by academic department). The letter MUST be on original company letterhead and include:
 - A detailed description of your job duties
 - Whether it's paid employment
 - The start and end dates of your employment
 - Direct supervisor's name, title, address, and phone number
- Students in the Cameron School of Business (CSB) would need to submit a copy of the completed CSB Internship Agreement with all signatures completed.

Please allow 2-3 business days for processing and don't start working until you receive CPT authorization.



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STUDENT SECTION

Name: _____ UST ID: _____ E-mail Address: _____

Do you have a social security number yet? YES NO

Initial on each line to acknowledge....

_____ That I will begin curricular practical training only after receiving CPT approval on my I-20.

_____ That I can only engage in CPT for the specific employer, location, part-time/full-time, and period approved and noted on my I-20. Any changes will require approval from the academic department and OISSA.

_____ That I will inform OISSA in writing if my employment ends prior to the CPT authorization date.

_____ That 12 months cumulatively or more of full-time CPT will make me ineligible for OPT at the same degree level.

_____ That OISSA will **terminate** my record if I work before or beyond the dates authorized on my I-20.

Employment Information

Employer Name: _____ Employment start **and** end date: _____

Employer Address: _____
Street Address and Suite Number (if applicable) City State ZIP Code

Part-Time (20 hours/week or less) Full-Time (more than 20 hours/week)

Student's Signature: _____ Date: _____

ACADEMIC DEPARTMENT SECTION

I certify that the employment/training above is directly related to student's field of study and is an integral part of the established curriculum. It meets the following criteria (please check at least one):

- The employment is required in the student's program curriculum.
- The student will earn academic credit(s) from this employment for the following course in the academic program

Course Name **and** Number: _____ Number of Credit Hours: _____

Print name of Overseeing Faculty/staff Member

Signature of Faculty/staff Member

Date

Office Use Only:

- All required fields completed on CPT Form
- Completed Internship Agreement (CSB students only)
- Copy of employment offer letter (waived for BSN students)
- Screenshot of course enrollment confirmation

DSO Use Only:

- Major/Minor updated in SEVIS
- Currently enrolled FT or RCL authorization on file
- Met one academic year requirement or exemption
- Confirm course enrollment in PeopleSoft