

Curricular Practical Training (CPT) enables F-1 students to gain off-campus work authorization for internships or other work that is REQUIRED by the degree program. You may apply for CPT if you have been enrolled in your academic program for a full academic year, and you have maintained your F-1 status. In addition, your degree program must require this off-campus employment, or you must be able to register for a credit-bearing course that requires the employment.

You may begin working on the first day indicated in the CPT authorization. No additional employment authorization from United States Citizenship and Immigration Services (USCIS) is required for the Curricular Practical Training.

Curricular Practical Training is authorized for one semester at a time. You must reapply for any subsequent semesters of CPT by submitting a new application packet to the Office of International Student and Scholar Services.

Curricular Practical Training of 20 or fewer hours per week is considered part time and requires concurrent course work during the academic year in order for you to maintain status as a full-time F-1 student.

Employment of more than 20 hours per week is considered full-time Curricular Practical Training. Students who use twelve months or more of full-time Curricular Practical Training are ineligible for Post-Completion Practical Training upon completion of an academic degree.

In order to apply, follow the instructions below.

Step One	
	<ul style="list-style-type: none"> • Obtain and submit a letter from your employer. The letter MUST be on the company letterhead and include: <ul style="list-style-type: none"> • Duties of the job • EXACT beginning and ending dates of your employment • Supervisor's name, title, address and phone number
	<ul style="list-style-type: none"> • Ask your academic adviser, course professor or co-op office to fill out the attached Curricular Practical Training Recommendation form and submit with the application. <i>Your adviser must fill out this form, not you.</i>
Step Two	
	<ul style="list-style-type: none"> • Submit your completed application to the ISSS Office at least two weeks before you plan to begin your job. Application should include: <ul style="list-style-type: none"> • Job offer letter • Adviser recommendation form

This form provides the information required to grant employment for Curricular Practical Training to an international student. The student's academic adviser, course instructor or co-op office must entirely complete and sign this form. Questions can be directed to the Office of International Student and Scholar Services, Room 211, second floor, Keuper Administration Building, (321) 674-8053.

Student Name _____ Major Field _____

1. DESCRIPTION OF THE INTERNSHIP:

Company Name: _____ Job Title: _____

Job Location Address: _____

Number of hours per week: _____ Begin Date: _____ End Date: _____



2. CURRICULAR CREDIT FOR THE INTERNSHIP:

In order for the student to qualify for the Curricular Practical Training, the student MUST either receive credit in a course (such as an internship course or an independent study) or the work MUST be required for the degree. Academic adviser MUST certify and check ONE of the following (A-C):

A) _____ The student will receive credit in a course.

Course title and number: _____ Semester student will take course: _____

B) _____ The work will form a part of the research for the graduate student's thesis or dissertation. Explain how the research will form part of the thesis or dissertation:

C) _____ This work is part of a co-op program.

Academic Adviser Certification:

As the student's academic adviser, course instructor or co-op office, I have set forth the nature and details of the Curricular Training Program. I understand that by signing this form, I am certifying that this training program meets one of the criteria of the Curricular Practical Training described above. With this letter, I recommend that this student be authorized to participate in the approved Curricular Practical Training program.

Signature of the Academic Adviser / Instructor of Course / Co-op Office _____ Date _____