

Curricular Practical Training (CPT) is **defined to be alternative work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.** Curricular Practical Training “**must be an integral part of an established curriculum and directly related to the student’s major area of study.**” [8CFR 214.2(f)(10)(i)]. It is authorization to participate **temporarily** in an internship, **required** thesis/dissertation program or cooperative education. A request for authorization for curricular practical training must be made to the Designated School Official (DSO). A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

CPT Eligibility Requirements:

(both student and advisor should review carefully)

- Must be an active, degree-seeking student at FIT
- Must continue to maintain a full course of study during the period of employment, per immigration regulations
- Must continue to make normal academic progress, per immigration regulations
- Undergraduates must complete a full academic year in F-1 status, 2.5 GPA earned at FIT, and 24 earned credits
- Graduates must complete a full academic year in F-1 status and 3.0 GPA earned at FIT. Exceptions to the one academic year requirement may be provided to students enrolled in graduate studies that require immediate participation in curricular practical training.
- Must complete the online CPT Workshop before any CPT opportunities will be considered; results must be handed in with CPT application
- Must have an official, signed **offer of employment** on company letterhead, that contains:
 1. position title
 2. duties
 3. exact beginning and end dates of employment
 4. hours worked per week (20 or less = part-time; 21+ = full-time)
 5. supervisor's name, title, phone number and complete address

**PLEASE SHARE THE OFFER OF EMPLOYMENT INFORMATION WITH YOUR EMPLOYER.
INCOMPLETE LETTERS WILL DELAY CPT AUTHORIZATION**

Other Important Considerations:

- CPT is only authorized for one semester at a time.
- If you sign any job offer letter and your CPT is denied, you are responsible for notifying prospective employer.
- CPT is employer specific—you cannot work for an employer for which you are not authorized.
- You may not begin employment, including training, until you have obtained a new I-20 that has been updated with CPT authorization. Unauthorized employment is grounds for termination of your F-1 student status.
- You may participate in CPT part time (no more than 20 hours per week) during the academic year and part or full time during the summer. There are very few exceptions to this rule; please consult with an ISSS advisor.
- F-1 students who complete 12 months of full-time CPT are not eligible for Optional Practical Training (OPT).
- Total employment (on- and off-campus combined) may not exceed 20 hours/week during fall and spring semesters.
- Plan ahead. It can take up to five business days for all CPT documents to be processed.
- CPT may affect your FIT scholarship. Please contact Financial Aid for more information.

Participation in CPT cannot delay the student’s expected completion date as listed on their immigration document I-20.

STEPS INVOLVED:

1. Must complete the online CPT Workshop.
2. Meet with your assigned academic advisor/co-op coordinator to complete your CPT Recommendation.
3. Obtain a job offer letter as described on page 1; be sure the letter is complete in content and signed.
4. Complete student information section of this form.
5. Register for credit in the appropriate internship, thesis/dissertation or co-op course.
6. Submit all required documentation to the ISSS office; schedule an appointment with CPT advisor if necessary.
7. If the CPT is approved by ISSS, you will receive an email to pick up your documents.
8. REMEMBER, YOU CANNOT BEGIN WORKING UNTIL YOU RECEIVE YOUR CPT AUTHORIZATION.

Student Information (to be completed by student):

Last Name _____ First Name _____

FIT ID number _____ Major _____

Level of Study: ☐ Undergraduate ☐ Graduate ☐ Doctorate End Date on SEVIS I-20: _____

Are you a FastTrack Student? ☐ Yes ☐ No SEVIS ID: NO _____

Description of Internship/Co-op:

Internship is for: ☐ Fall ☐ Spring ☐ Summer Year _____

Begin Date _____ End Date _____

Have you held a previous internship or co-op while in your current academic program? ☐ Yes ☐ No

If yes, which semester (s): _____

Internship/Co-Op Information:

Company Name _____ Job Title _____

Job Location Address _____

I have read and understand the information regarding CPT and its guidelines (please review Eligibility Requirements and Important Information above before signing).

Student signature _____ Date _____

Academic Information (to be completed by assigned academic advisor, department head or dean ONLY):

Guidance for the academic advisor:

1. CPT is authorization to participate in **temporary** training that is an integral part of an established curriculum and directly related to the student major area of study. It is not meant to facilitate the creation of special employment opportunities for F-1 students (please review the Eligibility Requirements and Important Information sections on page 1).
2. In order for a student to qualify for CPT, the student **MUST** receive credit in a course (such as an internship course, thesis/dissertation or independent study).

Please select one of the following:

☐ Internship Course (the course must count toward the student's degree) (required or elective) Course Title: _____ Course #: _____	☐ Thesis/Dissertation (the work is required and will form part of the student's thesis or dissertation) Explain: _____ _____	☐ Cooperative (Co-Op) (the work is part of a co-op program) <i>*Note: Additional paperwork is required by Career Management Services</i> Course Title: _____ Course #: _____
Note: Student must receive course credit	Note: Student must receive course credit	Note: The co-op must be related to student's academic program

The student's program plan indicates the following:

Credits Completed _____ Credits Remaining to Complete Program _____

Current GPA _____ Is student currently on Probation or Academic Warning? ☐ No ☐ Yes

Estimated Graduation Date _____

Advisors of **GRADUATE** Students:
 Has the student completed his/her course work? ☐ Yes ☐ No

Is this student currently working on his/her thesis/dissertation? ☐ Yes ☐ No

Estimated Defense date or Comprehensive Exam date (mm/dd/yy) _____

My signature below confirms I am the above named student's assigned academic advisor, department head or dean. I have met with this student concerning their employment offer and its course relevance. I confirm that this CPT opportunity is integral to, or required for, the student's program of study. **It will not delay the student's expected completion date as listed on their immigration document I-20.**

Printed Name _____ Signature _____ Date _____

Position/Title/Department _____

Email _____ Phone Extension _____

For Cooperative Education (Co-op) only: (To be completed by the Career Management Services Co-op Advisor)

The above student has been approved to participate in this Co-op and is registered for:

Course Number and Title _____ Number of Credits _____

Printed Name _____ Date _____

Signature _____ Phone Extension _____