

Curricular Practical Training International Student Information and Request Form

Curricular Practical Training (OPT) is temporary employment to gain practical experience in situations where the work serves as an integral part of a student's academic program, prior to completion of that program.

- Typically an internship or practicum that is a requirement due to enrollment in a course or for a degree.
- Defined to be “either paid or unpaid 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”.
- There is no limit to the amount of CPT a student is eligible for; however, if 12 months or more of full-time CPT are used, a student forfeits OPT eligibility. Accrual of part-time CPT does not affect eligibility for OPT. CPT is not available after a student completes a degree program.

Types of CPT

Students are eligible for CPT under one of the following two categories:

1. Degree Requirement

CPT may be authorized when an internship is a requirement of a degree program (i.e. all students in the program must complete an internship to obtain the degree). Authorization can be for full-time or part-time employment, depending on the academic department's requirement.

2. Course Credit

CPT may be authorized for students who enroll in a course that requires employment to earn a grade, or a course where students design their own research project based on the employment. Enrollment in the course must be concurrent with the employment. Authorization will be granted on a semester-only basis. However, if a student wishes to work for a period longer than the last day of the semester, he or she must enroll in the next available semester before authorization can be extended beyond the current term.

CPT Semester	Start Date	End Date	type
Fall	day fall semester classes begin	day before spring semester classes begin	Part-time
Spring	day spring semester classes begin	day before summer semester classes begin	Part-time
Summer	day after spring semester finals end	day before fall semester classes begin	Part-time or Full-time *

*Full-time (more than 20 hours per week) employment is allowed for all continuing students in the summer. If summer is the first or final semester of a student's degree program, CPT is limited to 20 hours per week.

To obtain CPT, a student must:

- Be in a valid immigration status with full-time enrollment for at least two consecutive semesters (except graduate students who completed undergraduate degree in U.S. immediately before starting graduate program (on same SEVIS ID) or must work as a requirement for their degree program).
 - Students in English language programs are not eligible for CPT. If the student had a gap in study or a status violation, the one academic year waiting period may need to be recalculated once the student has again obtained valid status.
- Secure a job offer related to the student's field of study.
- Enroll in the appropriate course during CPT term

- Obtain CPT authorization listed on I-20 BEFORE beginning employment; authorization cannot be postdated.
 - The Office of International Student Services DSO will approve CPT after establishing the student's eligibility and reviewing the application materials.
 - The authorization is granted by issuing a new I-20 for the student with the employer's information notated on page two of the document.
 - Can only work for approved employer and dates listed on CPT I-20 form.
 - The CPT I-20 form is shown to the employer as evidence of work authorization.

Comply with F-1 Status Regulations while on CPT

F-1 students are responsible for complying with all immigration regulations, including employment regulations. Working without the proper authorization is a serious violation of nonimmigrant status in the U.S. If a student fails to comply, he or she may not be eligible for benefits normally granted to F-1 students and may jeopardize his or her stay in the U.S. Prior to accepting any employment in the US, students should consult with the Office of International Student Services DSO.

- **Always Enroll Full Time.** F-1 students must maintain full-time student status every semester; this is defined as 12 credit-hours for undergraduate students and 6 credit-hours for graduate students. F-1 students may only count three credit-hours of online courses toward full-time enrollment requirements.
- **Update Local Address.** An F-1 student authorized to engage in Curricular Practical Training is required to report within 10 days of any change in the following: legal name, residence (including changes from one residence hall to another) or mailing address, employer name, employer address and/or periods of employment/unemployment.
- **Maintain the validity of your immigration documents.** F-1 students should keep his or her passport valid for at least six months in to the future. F-1 students should keep his or her visa valid if traveling outside the U.S.
- **Change of Program Dates.** An F-1 student will not be eligible for an extension of I-20 due to a delay caused by CPT employment. Changes to a program date should occur at least two weeks prior to the new program date or expiration of the current date, whichever is earlier.
- **Change of Degree Program or Level.** All program changes such as major, secondary major, minor or degree level must be updated in the SEVIS system.
- **Discuss Transfer Plans with a designated school official (DSO).** F-1 students who wish to transfer to another school or to attend graduate school after graduating from Austin Peay State University must notify a DSO.
- **Copies of Immigration Documents.** F-1 students should keep copies of all immigration documents including the following: passport photo page, visa in passport, I-94, current I-20, and all copies of any I-20 issued.
- **Making Plans for International Travel.** An F-1 student must have the second page of the I-20 form signed by a university DSO before traveling. The signature date on the I-20 is valid for only one year of travel; check to make sure the signature is and will be valid upon return. Before leaving the F-1 student must check to make sure that the student visa will still be valid upon re-entry into the U.S. If not, the student will need to apply for a new visa prior to return to the U.S.

Taxes

In general, F-1 students who have been in the U.S. for no more than five different calendar years are exempt from Social Security taxes. You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local. For more information, please consult with a tax professional and/or Publication 519 of the Internal Revenue Service.

CPT Process:

1. **Complete APSU request form--**Schedule meeting with International Student Services DSO if needed.
 - Discuss CPT requirements
 - Help fill out APSU request form
 - Review required documents
 - Answer questions
2. **Request required letters from faculty advisor and employer.**
3. **Register for the appropriate course for CPT.** Note: you must be registered for CPT course in the same semester during which the work will be done (i.e., You must be registered for the CPT course in the summer if you will be working in the summer).
4. **Submit completed APSU request form and required letters to Office of International Student Services.**
 - **Deadline: one week before earliest CPT start date**
5. **Wait** for authorization.
6. **Pick up new CPT I-20 form.** International Student Services DSO will issue new CPT I-20 and will notify by email when it is ready. (Usually 5-7 business days)
7. **Apply for Social Security Number** (cannot apply more than 30 days before start date listed on page 2 of I-20).
8. **Begin CPT** once start date listed on CPT I-20 has arrived.
9. **Comply with F-1 Status Regulations while on CPT.**

Required Documents:

- Letter from the faculty member who will supervise your internship stating the following:**
 - your name
 - the specific internship opportunity
 - the specific degree requirement or elective course (course title, course number and number of credit hours)
 - the minimum requirements to complete the internship
 - a reasonable period of time needed to complete the internship (e.g., satisfying the requirements of a one-semester, 3-credit course would normally be done in one semester or less)
 - If CPT is for dissertation research, the student's adviser should provide a detailed letter stating the dissertation topic, what research will be carried out, and why it is necessary for the dissertation.

Letter can be sent by email from faculty member's APSU email directly to Office of International Student Services DSO.
- Letter offering internship employment from your employer** on company letterhead that is signed by the prospective employer. The letter should include:
 - your name
 - employer's name (company)
 - employer's (company) address
 - beginning/ending dates of employment (keep in mind that CPT can only be authorized one semester at a time)
 - how many hours you will work weekly
 - location where employment will take place
 - a description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements for your degree

Disclaimer: The Office of International Student Services is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, should not be construed as legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of these immigration laws/regulations and eligibility requirements for benefits, at any time. We will do our best to provide you with the most current guidance. Each case is fact-specific and it is advised that you contact an experienced immigration attorney if you have questions regarding your situation.

Curricular Practical Training Request Form

I. PERSONAL DATA:

APSU Banner I.D. No. _____

Name: _____
(Last Name) (First Name) (Middle Name)SEVIS I.D. Number: _____ Date of current I-20 expiration: _____ Level of Study: Bachelor's Master's

Major: _____ Second Major: _____

Minor: _____ Classification: _____

APSU Email: _____@my.apsu.edu Other Email: _____

Current U.S. Address: _____
(Street name & number) (Apt/Dorm) (City) (State) (Zip Code)Current U.S. Phone Number: _____
(Area code & current number)

II. CURRICULAR PRACTICAL TRAINING INFORMATION:

Type of CPT:

 1. Degree Requirement Degree program: _____ Department: _____ **2. Course Credit** Course number, section and name: _____

CPT Time Period:

 A. Fall or Spring Semester – Part-time: 20 hours/week or lessRequested Start Date: _____ Requested End Date: _____
(no earlier than the first day of semester's classes) (no later than the day before next semester's classes begin) **B. Summer:** **Part-time** (20 hours/week or less) **Full-time** (more than 20 hours/week)Requested Start Date: _____ Requested End Date: _____
(no earlier than the day after spring semester's finals end) (no later than the day before fall semester classes begin)

III. EMPLOYMENT INFORMATION:

Job Title: _____

Name of Company: _____

Company Contact (Manager/Supervisor): _____

Work Address: _____
(Street name & number) (City) (State) (Zip Code)Work Phone Number: _____
(Area code & number)

IV. CPT REGULATIONS FOR MAINTAINING F-1 STATUS

You are responsible for complying with all immigration regulations, including employment regulations. Working without the proper authorization is a serious violation of nonimmigrant status in the U.S. If you fail to comply, you may not be eligible for benefits normally granted to F-1 students and may jeopardize your stay in the U.S. If you are authorized to engage in Curricular Practical Training you are required to report within 10 days any change in the following: legal name, residential or mailing address, employer name, employer address and/or periods of employment/unemployment. You will not be eligible for an extension of the I-20 due to a delay caused by CPT employment. Before any international travel, contact the Office of International Student Services to ensure your I-20 form is signed by a DSO and to ensure you have a valid visa and student status.

I have read and understand the responsibilities for maintaining F-1 status during my period of CPT authorization as stated above and on document "Comply with F-1 Status Regulations while on CPT".

Signature_____
Date