



Curricular Practical Training

Curricular Practical Training (CPT) is a temporary employment opportunity to help students gain practical experience in their major field. The work is an integral part of a student's academic program and must be completed before finishing the program. The Office of International Student Services (OISS) authorizes CPT.

- **CPT is an internship/practicum**, “either paid or unpaid alternative work/study, internship, cooperative education or any other required internship or practicum”.
- If students use more than 12 months or more of full-time CPT, they will forfeit their OPT eligibility. Accumulating part-time CPT does not impact OPT Eligibility. CPT is not available after degree completion.

Types of CPT at APSU

APSU's curriculum and degree programs only allow CPT as a Course Credit.

1. Course Credit

CPT may be authorized for students enrolled in a course that requires employment to earn a grade or for those designing a personal research project based on work experience (ex: final projects, essays, presentations, etc.). Enrollment in the course must be concurrent with the employment.

2. Authorization is granted on a semester-by-semester basis. If a student wishes to work for a period beyond the last day of the semester, they must enroll in the next available semester before authorization can be extended beyond the current term.

- Full-time 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 part-time employment.

To obtain CPT, a student must:

- Maintain a valid immigration status with full-time enrollment for one academic year.
 - Students who completed another degree in the U.S. before starting their current program (on the same SEVIS ID) or must work as a requirement for their degree program may be exempted from this rule.
- Secure a job offer related to their major program of study.
- Enroll in the appropriate course.
- Acquire school supervisor approval (see website for appropriate approvers).
- Obtain CPT authorization listed on the I-20 BEFORE beginning employment.

Authorization Notes

- **Authorization cannot be backdated.**
- Authorization is granted via a new I-20.
- Students can only work for the approved employer during specified dates.
 - The CPT I-20 form shows evidence of work authorization on page 2.
- 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.

Comply with F-1 Status Regulations while on CPT

F-1 students are personally responsible for complying with all immigration and employment regulations. Working without the proper authorization is a serious violation of nonimmigrant status in the U.S. If a student fails to comply, they may not be eligible for benefits granted to F-1 students, jeopardizing their stay in the U.S.

- **Enroll Full Time.** F-1 students must maintain full-time student status every semester: 12 credit hours for undergraduate students and 6 credit hours for graduate students. Only 3 credit hours of online courses toward full-time requirements.
- **Update Local Address.** An F-1 student authorized to engage in CPT must report changes to: name, residence or mailing address, employer name, or employer address within 10 days.
- **Maintain immigration documents.** F-1 students should keep their passports valid for at least six months. Register with OISS every semester.
- **Program Date Changes.** F-1 students are not eligible for an extension of I-20 due to CPT delays.

Taxes

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

CPT Process:

1. **Complete** the APSU request form. (This form!)
2. **Request** required letters (see website).
3. **Register** for the appropriate course. Note: you must be registered for the 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** the completed APSU request form and required documents to OISS.
 - **1 week** before the CPT start date, at a minimum.
5. **Wait** for authorization.
6. **Pick up the new CPT I-20.** OISS will issue a new CPT I-20 within 7 business days.
7. **Begin CPT** on the start date listed on CPT I-20.
8. **Comply** with F-1 Status Regulations while on CPT.

Required Documents (emailed to OISS or hard copy):

- ☐ **Letter from the faculty member who will supervise your internship.**
- ☐ **Letter offering internship employment.**
- ☐ **CPT Course enrollment**
- ☐ **CPT Form (below)**



International Student Services

Curricular Practical Training Request Form

I. PERSONAL DATA:

A# _____

Name: _____

SEVIS ID: N00 _____ Date of current I-20 expiration: _____

Level of Study _____

Major: _____

APSU Email: _____@students.apsu.edu

Current U.S. Address: _____

Current U.S. Phone Number: _____

II. CURRICULAR PRACTICAL TRAINING INFORMATION:

Course Details: Name, department, number, and section (e.g. "Internship, MATH 5900, 88"):

Period:

☐ A. Fall or Spring Semester: ☐ Part-time ☐ Full-time

Requested Start Date: _____ Requested End Date: _____

☐ B. Summer: ☐ Part-time ☐ Full-time

Requested Start Date: _____ Requested End Date: _____

III. EMPLOYMENT INFORMATION:

Job Title: _____

Company: _____

Company Contact (Manager/Supervisor): _____

Work Address: _____

(Number, Street, City, State, Zip)

Work Phone Number: _____

IV. CPT REGULATIONS FOR MAINTAINING F-1 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