

CURRICULAR PRACTICAL TRAINING

INFORMATION AND APPLICATION PACKET

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An international student with F-1 visa status may engage in temporary employment to gain practical experience in his or her field of study through the **practical training** employment options.

Each employment option has its own rules and procedures that the student must follow in order to obtain permission to work. This packet is for Curricular Practical Training. **Please read carefully all the information provided before you apply for authorization for CPT.**

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PRECONDITIONS

- **One year of F-1 student status.** The student must have been lawfully enrolled in an accredited school on a full-time basis for at least nine consecutive months in valid F-1 student status.
- The proposed CPT employment must be “an integral part of an established curriculum” (as declared with the Registrar) and **related to the student’s major field of study or Program of Distinction.** Employment must be commensurate with the level of study.
- The student must provide a signed “Faculty Recommendation for Authorization of Curricular Practical Training” form.
- The student may begin CPT employment **only after** s/he has obtained written authorization from the Designated School Official. **CPT authorization cannot be back-dated, and working prior to obtaining approval is a violation of F-1 student status.**

EMPLOYMENT LOCATION

- CPT employment may be authorized only for a specific position, company, dates and location.
- The student must provide a written offer of employment from a specific employer, specifying the starting and ending dates, location, and the nature of employment.

EMPLOYMENT DURATION

- CPT is granted by the Designated School Official for a specific period of time.
- There is no upper limit on the amount of time available for CPT. However, students who engage in a full 12 months or more of full-time CPT become ineligible for Optional Practical Training after graduation.
- CPT employment can only be approved before graduation.
- CPT employment can be approved for part-time (20 hours or less per week) or full-time (over 20 hours per week) employment.
- CPT employment is allowed during the school year if it is a requirement (or a pre-established option) by the academic program.
- Summer CPT is also available.

AUTHORIZATION AND APPROVAL PROCESS

Any DePauw University international student who wishes to engage in employment under CPT must be authorized by the Designated School Official, who will verify the student's F-1 status and all other preconditions that qualify him/her for CPT work.

STUDENT CHECKLIST (To be completed **no later** than 2 weeks before employment begins)

- Acquire a written offer of employment or a non-official job offer, specifying the start and end dates, location, and the nature of employment (this process may require one or more meetings with a relevant faculty sponsor and/or advisor).
- Meet with a relevant faculty sponsor and/or advisor to discuss the proposed employment. Together, complete the attached "Faculty Recommendation for Authorization of Curricular Practical Training" form and any additional forms required by your department.
- Make an appointment with Aliza Frame, Assistant Director of the CIEE, via email.
- To the appointment with Aliza, take the completed Faculty Recommendation Form, a copy of the learning contract (if applicable), your current SEVIS I-20, and your valid, unexpired passport (including the most recent I-94 card). During this appointment, you will be issued a new I-20, authorizing you for CPT employment.
- Go to the Registrar's Office to officially register for the internship, UNIV 297.
- Pay any required registration fee(s) at Cash Receipts. Those students with required Programs of Distinction internships may be exempt from this fee.

PLEASE NOTE

- Some employers are not familiar with CPT work authorization. If an employer asks for additional work authorization, you can direct her/his questions to Aliza Frame at the Center for International & Experiential Education.
- The I-20 showing CPT authorization, valid passport, and valid I-94 card together demonstrate your valid F-1 status.
- Upon filling out new-hire documentation on your first day of employment, remind your employer that you pay local, state, and federal taxes, but you do not pay Social Security (FICA) and Medicare taxes.
- Changing employers while on Curricular Practical Training requires submission of a new application to the Designated School Official (DSO). Do NOT begin any new employment without prior authorization from your DSO. A failure to do so may result in a violation of F-1 student status.

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If you have any questions or concerns, please contact:

Aliza Frame (DSO)
Assistant Director
Center for International & Experiential Education
DePauw University
alizaframe@depauw.edu
(765) 658-4368
(765) 658-4045

**FACULTY OR PROGRAM OF DISTINCTION RECOMMENDATION
FOR CURRICULAR PRACTICAL TRAINING**

Please read the instructions before you complete the form below. Thank you for your assistance.

International students with F-1 visa status are eligible to apply for Curricular Practical Training (CPT) after they have been lawfully enrolled in an accredited school on a full-time basis for one full academic year. Students must document that the proposed practical training is “an integral part of an established curriculum”, i.e. employment under CPT must be **related to the student’s major field of study (as declared with the Registrar) or Program of Distinction, as well as commensurate with the level of study.**

CPT employment is authorized by the Designated School Official (DSO) only for a specific position, company, and location. First, the student should obtain a job description or letter of employment and discuss the appropriateness of the CPT opportunity with your academic advisor or Program of Distinction advisor. If the advisor recommends CPT authorization, he or she should complete the form below and return it to the student.



Faculty Recommendation for Authorization of Curricular Practical Training

I have met with _____ (student’s name) and I have reviewed the internship job description and/or letter of employment. I recommend that full-time/part-time (circle one) Curricular Practical Training (CPT) be authorized from _____ (date) to _____ (date) based on one of the following:

- _____ The employment is designed and structured to enhance the student’s educational program endorsed by this department, and is directly related to the student’s major field of study. Employment will be monitored to ensure academic relevance; this is not just a means to secure off-campus employment.
- _____ The employment is required by the major.
- _____ The employment is the official internship of my Program of Distinction.

I do not recommend authorization of employment under CPT based on one of the following:

- _____ The proposed training experience is not directly related to the student’s major field of study.
- _____ I have reasons to believe that employment at this moment might jeopardize the student’s academic standing.

Faculty Signature	Faculty Name	Date
CIEE Internship Coordinator Sig.	Advisor’s Name	Date
DSO Signature	Advisor’s Name	Date

*Form was originally developed by Oberlin College.