

Auburn University
Office of International Programs

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Curricular Practical Training (CPT) Application and Instructions

Revised: November 2011

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program. It allows F-1 students to gain practical experience that is an "integral part of an established curriculum" through alternate work/study, internships, cooperative education, or practicums offered by sponsoring employers through cooperative agreements with the school.

Eligibility for CPT

- CPT can only be used *during* a student's program of study.
- The F-1 student must be in status at the time of application and have been in lawful F-1 status for one full academic year (nine months) preceding the CPT application. EXCEPTION: Graduate students whose degree program requires immediate participation in an internship may apply at any time.
- Except for students engaging in an internship through Auburn's Cooperative Education (CO-OP) Office or whose department requires a non-credit bearing internship, CPT must be credit bearing. Each semester that a student is engaged in CPT, he/she must be enrolled in an internship course or connect CPT to a relevant class being taken in that semester.
- Students authorized for **part time CPT** (20 hours or less per week) must be enrolled in a minimum of three credits hours for graduates and six credit hours for undergraduates each semester they engage in CPT. Students authorized for **full time CPT** (more than 20 hours per week) must be enrolled in at least one credit hour each semester they engage in CPT.
- Students who have completed their program requirements and are merely delaying graduation to make use of CPT are NOT eligible.

Qualifying CPT Categories

In order to qualify for Curricular Practical Training, the employment must comply with at least one of the conditions listed below. The first three categories apply only to students who still have required coursework left to complete:

1. It fulfills a required or optional internship in the student's academic program;
2. It is an established academic internship through Auburn's Cooperative Education (CO-OP) Office;
3. It fulfills the requirements for a regular course or independent study in the student's academic program, OR

Graduate students who have completed all *required* coursework and just have research hours or their final project left to complete qualify for CPT **only** if :

4. The proposed employment contributes "materially and substantially" to the final paper or project as indicated by your advisor/major professor.

Note: The authorized CPT period should reflect only the amount of time necessary to gather the essential data.

If the work does not meet one of these categories, the student must apply for Optional Practical Training (OPT) if he/she wants authorization to work off campus.

More Information on CPT

- Applicants must first have an offer of employment to apply for CPT.
- CPT is authorized only one semester at a time unless the student is in a *required* internship program that extends beyond the semester. If the student would like to continue to work beyond the authorized semester, he/she must apply for an extension of CPT in advance. Such students should contact an OIP advisor for more details.
- There is no limiting, cumulative maximum period; however, use of full-time CPT (more than 20 hours/week) for one year or more eliminates your eligibility for Optional Practical Training (OPT). Part-time CPT (20 hours or less/week) does NOT effect eligibility for Optional Practical Training.
- CPT is limited to the location and dates indicated by a letter of offer from the company where the student will be working. The student must make a new request prior to any changes or modifications in the CPT activities.
- CPT may NOT used in the first semester or last semester unless it is mandatory part of your degree program as published in the AU bulletin.
- CPT is NOT considered to be for the purpose of employment; rather it is for the purpose of enhancement of the academic curriculum/degree program.

How to Apply for CPT

You must first attend a mandatory CPT Information Session to obtain the necessary information and documents. Students who do not attend one of these sessions will be ineligible to apply for CPT.

CO-OP participants: After attending a CPT Information Session, you will need to schedule an appointment to see and an OIP advisor and bring a completed the CPT Authorization Request form with you. The advisor will verify your eligibility with the CO-OP office. The CO-OP office with then provide you with a letter from the employer and a recommendation letter, which you will need to submit along with the other remaining documents below for CPT authorization.

After you attended a CPT Information Session and have obtained an offer of employment, submit the documents listed below to OIP no later than 2 weeks prior to the start of the semester during which you plan to work on CPT:

- ___ 1. An employment letter from the employer. The letter should be on letterhead and should clearly state the job title (e.g. intern, trainee), the job description, the location of the job (i.e. city, state), the exact starting and ending dates, the number of hours per week, and any salary agreements. (If any detail is missing, CIE will not be able to grant CPT.) See attached sample letter.
- ___ 2. The *Advisor's Curricular Practical Training Recommendation Form* completed and signed by your Academic Advisor/Major Professor/Department Chair/CO-OP Office
- ___ 3. The *CPT Authorization Request Form* signed and completed
- ___ 4. *Current* plan of study signed by your advisor that indicates the course of which you will obtain CPT credit. Prior to submission of your CPT application, be sure that you register for the appropriate course indicated on your CPT Authorization Request form.
- ___ 6. A **copy** of your most recent I-20, I-94 (front & back), visa and information page of your passport. Please include a copy of the renewal page if appropriate.

(CPT check list continued →)

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- ___ 7. A completed and signed *Certification of Full Course of Study Form* (from OIP website) if you will be enrolled less than full time during the semester you are on CPT.

When your application is complete, turn in the materials to OIP as a package to be processed. Authorization for CPT does not require USCIS adjudication, however, **the process can take up to two weeks** to complete once you submit everything to OIP. As such, PLAN ACCORDINGLY. Same-day work authorization is NOT possible.

When your CPT I-20 is ready, an advisor will email you to pick it up. You will need to show this to your employer as proof of your work authorization. **REMEMBER: You CANNOT begin employment until you have been granted work permission for CPT on your I-20 by OIP !!**

Auburn University Office of International Programs
CPT Authorization Request Form

STUDENT: After reading the rules and regulations pertaining to CPT as outlined in the instructions, please complete the following and submit this form with the other required application materials no later than two weeks prior to the start of the semester during which you plan to work on CPT.

Biographical Information:

SID:		SEVIS ID:	
Last Name:		First Name:	
Address:			
City:		State:	
		Zip:	
Email:		Phone Number:	

Degree Program Status:

Department of Study:		Level of Study:	
<input type="checkbox"/> I have*, <input type="checkbox"/> I have NOT, completed all coursework required for my degree,			
<input type="checkbox"/> and am working on my thesis/dissertation/final project.		I will complete my degree/graduate (month/year):	
<i>*Note: If you have completed all <u>required</u> coursework and just have research/your final project left to complete, you may qualify for CPT only IF it is required to complete a thesis/dissertation/final project as documented by your advisor.</i>			

Employment History

Prior to this request <input type="checkbox"/> I have, <input type="checkbox"/> I have NOT, engaged in Curricular Practical Training	
I have used _____ months of CPT.	
<input type="checkbox"/> I am, <input type="checkbox"/> I am NOT currently employed on campus	
<input type="checkbox"/> TA/RA/GA <input type="checkbox"/> Other on-campus job	
<i>Note: While on CPT, you may not engage in more than 40 hours total work between your on campus job and CPT internship.</i>	

Proposed Curricular Practical Training

Exact location for CPT must be specified	Name of supervisor:		
	Name of employer:		
	Employer address:		
	City:	State:	Zip:
	Telephone #:	Fax #:	
	Email:		

Internship job title:		
Start Date:	End date:	No. of Hours/Week:

Brief Description of what type of work will be done and what will be learned:		

Name of course taken for CPT credit:		
Course Number:	Number of credits enrolled for:	
Semester enrolled in above course:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	

I plan to be enrolled for the above course during the semester stated above and understand that withdrawal from the course voids the work permission. If my work permission is voided and I continue to work, I understand that will be out of status and my SEVIS record will be terminated. Additionally I verify that I have read the CPT application instructions and understand the rules and regulations pertinent to CPT.

Student's signature:	Date:
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Date Stamp

Auburn University Office of International Programs ADVISOR'S CURRICULAR PRACTICAL TRAINING (CPT) RECOMMENDATION FORM

ADVISOR (Academic/Graduate/Major Professor): Please review the rules and regulations pertaining to CPT as outlined in the application materials and then complete the following information. Give form to student to submit with other application materials:

Name of Student: _____ SID Number: _____

Department: _____ Degree: _____

Expected date of degree completion or graduation (d/m/yr): _____

Has the student finished all program requirements? Yes No

If no, has the student completed all required coursework? Yes* No

*If yes, the student may only qualify for CPT if it is required to complete a thesis/dissertation/final project.

Description of the Curricular Practical Training			
Name of employer:			
City:	State:	Zip:	
Internship job title:			
Start Date:		End date:	
The CPT will be <input type="checkbox"/> part time (20 hours or less/wk) <input type="checkbox"/> full time (more than 20 hours/wk)		Salary:	
This CPT (check one):	<input type="checkbox"/> Is a required or <input type="checkbox"/> optional internship in the student's program <input type="checkbox"/> Is an established academic internship through AU's CO-OP Office <input type="checkbox"/> Fulfills the requirements for a regular course or independent study in the student's academic program <input type="checkbox"/> Is required to complete a thesis/dissertation/final project (Please attach a separate document and explain in detail how the proposed employment meets this eligibility criteria.)		
Name of course taken for CPT credit:			
Course Number:		Number of credits enrolled for:	
Semester enrolled in above course: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____			
Course instructor:			
Please answer the following questions on a separate page of paper and attach it to this form: <ul style="list-style-type: none"> • <i>How does the training relate to the student's major field of study?</i> • <i>What are the academic goals and objectives of the proposed CPT? How will the student's progress be evaluated?</i> • <i>Why is the proposed CPT an integral or critical part of the student's academic program?</i> <p style="font-size: small;">(Note: Obtaining work experience to get a better job after graduation does NOT merit CPT authorization. CPT must better aid the student in learning/understanding the material taught in his/her program of study.)</p>			

ADVISOR: I attest that I understand the regulations and eligibility requirements for Curricular Practical Training as outlined in the application materials. As the student's Academic/Graduate Advisor/Major Professor, I attest that the student's proposed CPT is an "integral part" of the student's curriculum and hereby recommend the above named student for CPT authorization for the stated period of time.

Advisor's signature:		Date:
Name (print):		Title:
Phone:	Email:	

SAMPLE - must be submitted on employer letterhead

Wording must be similar to the following:

SKY BLUE, INC.
1492 Neptune Drive
Mars City, Pluto 07777
201-000-1111

April 1, 2013

Mr./Ms. Ideal Student
10 Canal Street
Venus, Milky Way 92655

Dear Mr./Ms. Student:

This is to confirm that Sky Blue, Inc., is offering you internship employment as a Small Craft Designer for XXX months starting September 9, 2013 and ending December 15, 2013. This employment will serve as "curricular practical training" as part of your academic program at Auburn University. The goals and objectives of your training with us will be practical experience in guiding small ramjet-driven craft through the solar winds in earth proximity, without disintegrating upon return. The location of your training program will be the company space yard in Site 12 City. Your training supervisor will be Amerigo Hobbes, Vice President for Earth Relations. His/her address, email and telephone number are as follows.

Address: _____
Address: _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____

You will be expected to work XX hours each week for a salary of \$\$\$\$\$. You will be provided with access to company benefits, will not be provided with access to company benefits.

On behalf of the company, I welcome you to Sky Blue.

Sincerely
Nina Pinta
Director of Personnel