

Auburn University
International Student and Scholar Services

228 Foy Hall
Auburn, Alabama 36849
Phone: 334-844-5001
Email: intledu@auburn.edu

<http://www.auburn.edu/academic/international/iss/>

Curricular Practical Training (CPT) Application

Description

An F-1 student who has been in status for at least nine months and who is in good academic standing is eligible to work off-campus in a position which is an integral part of the student's curriculum. This is called Curricular Practical Training (CPT) and must be authorized in advance by International Student and Scholar Services (ISSS). Authorization for such employment may only be obtained by a student who will receive academic credit for the employment experience. Therefore the student must register for a course that carries academic credit, that is listed in the regular bulletin of course offerings or be registered for a CO-OP course. To be considered for CPT, the work must not only be related to the major field of study but must also be an integral or important part of your curriculum or degree program. Obtaining work experience to get a better job after graduation does not merit CPT authorization. Students in the Intensive English Program (IEP) are not eligible for practical training.

Eligibility

- The student must be in valid F-1 status at the time of application and have been in full-time status for one academic year preceding the application. Graduate students whose programs require immediate participation in an internship/practical training may apply at any time.
- **Required part of the degree program** - Proof of academic requirement must be submitted with the CPT application (Example: copy of undergraduate or graduate bulletin page listing the requirement)
- OR**
- **Optional part of the degree program** - student must **first** be enrolled in a credit bearing course prior to requesting CPT authorization. (Example: Internship, Directed Study)

Process

1. Watch and review the CPT PowerPoint on the [ISSS website](#) when preparing to apply for CPT. Contact your ISSS Advisor if you have additional questions after reviewing the PowerPoint.
2. Register for the appropriate CPT course.
3. The student and his/her supervising professor should complete the form on the next page. Attach the employer letter and turn in the complete application to an ISSS advisor. The ISSS advisor will review the documents to determine if the criteria have been met.
4. If CPT is approved, the student will be notified by email.

Important Immigration Regulations

- F-1 students must attend school full-time except during the vacation period or if they have been preauthorized by an ISSS advisor for a reduced course load.
- CPT employment authorization is tied to the academic calendar and/or the internship requirements: CPT authorization may begin no earlier than the day after the previous semester and must end no later than the day before the next semester begins.
- Part-time employment is 20 hours per week or less.
- Full-time employment is 21 hours per week or more; this is only approved in certain situations.
- Full-time **CPT over 12 months will cancel the year of OPT** available upon graduation.
- Graduate students holding any type of assistantship on campus will be limited to part-time CPT and part-time assistantship for a maximum of 20 hours per week during the fall and spring semesters.
- You must be authorized for CPT by an ISSS advisor **before beginning** any employment.

**Curricular Practical Training (CPT) Application Form
International Student and Scholar Services
Auburn University**

Step 1: Student

Surname: _____ Given Name: _____
Banner ID: _____ SEVIS ID: _____
AU Email: _____
Degree Program: _____ Expected Graduation Date: _____
Do you have a GA/GRA/GTA? Yes No Have you ever been authorized for full-time CPT? Yes No
Student's signature: _____ Date: _____

Step 2: Major Professor/Academic Advisor

An F-1 student who has been in status for at least nine months and who is in good academic standing is eligible, with authorization from ISSS, to work off-campus in a position which is an integral part of the student's curriculum. Authorization for such employment may only be obtained by a student who will receive academic credit for the employment experience. (Students with required internships may be exempted; see an ISSS advisor for information.) Therefore the student must register for a course that carries academic credit and is listed in the regular bulletin of course offerings.

I hereby certify that the student named above will be enrolled in a class and the following information is correct:

Course Number: _____ Course Title: _____

Number of Credit Hours: _____ Please circle one: Is this course **required** or **elective**?

Maximum work hours per week: _____

Company Name: _____

Company Address: _____

Start and End Dates of Employment: _____

Please explain how the employment is an integral part of the student's curriculum: _____

Please explain how course requirements will be satisfied: _____

Name: _____ Signature: _____

Email: _____ Phone: _____ Date: _____

Step 3: Letter from Employer

Attach a letter from your employer (hardcopy or electronic copy), written on company letterhead, with a signature, and contains the following information:

- Student's name
- Job title
- Company name and address
- Start and end dates of employment
- Work hours per week
- Description of work to be performed