

What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT) is a type of employment authorization available to students in F-1 visa status. It is defined in 8 CFR 214.2(f)(10)(i) as employment that is an “integral part of an established curriculum,” such as, “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.”

Employment is considered an “integral part of an established curriculum” if it is credit bearing, or recommended by a faculty member to enrich the content of a credit bearing course in which the student is currently enrolled, or has successfully completed the semester immediately preceding the CPT employment*. (*CPT can be approved for enrollment immediately following employment only in the case of official Colgate Study Groups.) Employment that is not credit bearing or that does not qualify as CPT as indicated above may possibly qualify as Optional Practical Training.

CPT may be either full-time (more than 20 hours per week) or part-time (20 hours or less per week). CPT is typically only approved over the summer or winter breaks, unless it is approved for participation in a domestic Colgate Study Group. Please note that while there is no limit to the amount of CPT for which you can qualify, using more than 365 days of full-time CPT cancels out all Optional Practical Training (OPT) time.

CPT is employer and date specific. Any changes to an approved CPT authorization will require a new CPT application.

Eligibility

International students in F-1 visa status may be eligible to apply for CPT if the following conditions are met:

- Must be enrolled at Colgate University for one academic year on the same SEVIS record prior to the requested CPT
- Must have declared a major and updated your I-20 to reflect the change
- Must have a job offer in your field of study (the major listed on your I-20)
- The job must be related to a course in which you are currently enrolled, or have successfully completed the semester immediately preceding the CPT employment*.
- All CPT must be taken before your graduation

When to Apply

You should submit your application at least three weeks before you wish to begin your CPT employment. OISS cannot guarantee a timely approval for late applications.

Application Procedure

Submit the following to the Office of International Student Services at least three weeks before you wish to begin your CPT employment:

- Completed “Curricular Practical Training Application Form”
- “Academic Adviser Recommendation Form” completed by your academic adviser
- Copy of your job offer letter. The letter must specify the company name and address where your work will be conducted, your title, number of hours to be worked per week, a description of your duties, and provide the name and contact information of your direct supervisor.
- Copy of your current I-20
- Copy of your passport
- Copy of your visa (if applicable)
- Copy of both sides of your I-94

Upon receipt of your documents, a Designated School Official (DSO) in OISS will review your documents and if it is determined that the proposed employment qualifies as CPT, will issue you an I-20 that indicates your CPT authorization. The I-20 serves as your employment authorization for CPT. You may only work for the employer listed on your I-20 for the dates indicated. If you want to change employers or employment dates, a new CPT application is required.

Curricular Practical Training Application Form

Please type.

Name: _____
Last *First* *Middle*

Colgate ID: _____ SEVIS Number: N00 _____ Date of Birth (mm/dd/yyyy): _____

Colgate Email: _____ Class Year: _____

Best phone number to reach you at: _____

Primary Major (CPT employment must directly related to this major): _____

I am requesting CPT from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____ .

Select one. _____ Full Time (more than 20 hours per week)

_____ Part-Time (20 hours or less per week)

The CPT will take place at (Company Name, Complete Address, Phone Number): _____

Job title and brief description of duties: _____

Statement of Intent:

Write a brief statement explaining the type of work you plan to do and how it relates to your major and a credit bearing course.

Student's Certification:

I have read the Curricular Practical Training (CPT) application and instructions in its entirety and understand that my employment must be directly related to my field of study and be an integral part of an established curriculum. I understand that if my CPT is approved, the employment authorization is employer and date specific, so if I need to make any changes, I must complete a new CPT application. To the best of my knowledge, I certify that all information contained in this application is true.

Signature: _____

Printed Name: _____

Date: _____

Curricular Practical Training (CPT) Academic Adviser Recommendation Form

A note to Academic Advisers:

International students in F-1 visa status may be eligible to apply for employment authorization in their field of study after they have been enrolled at Colgate University for one academic year. Curricular Practical Training (CPT) is defined in 8 CFR 214.2(f)(10)(i) as employment that is an “integral part of an established curriculum,” such as, “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.” Employment is considered an “integral part of an established curriculum” if it is credit bearing, or recommended by a faculty member to enrich the content of a credit bearing course in which the student is currently enrolled, or has successfully completed the semester immediately preceding the CPT employment*. (*CPT can be approved for enrollment immediately following employment only in the case of official Colgate Study Groups.) Employment that is not credit bearing or that does not otherwise qualify as CPT as indicated above may possibly qualify as Optional Practical Training. In cases where it is not clear whether or not the proposed employment qualifies as CPT, please feel free to contact the Office of International Student Services at oiss@colgate.edu or 315-228-6131.

To apply for CPT, the student must receive a job offer letter which states the job title, duties, duration, and location of employment. The student must also discuss with a faculty member, typically the student’s academic adviser, the appropriateness of the proposed CPT employment in relation to the student’s major and coursework. If the faculty member recommends that the student participate in employment authorization which meets the requirements for CPT, the faculty member should complete the form below.

To Be Completed by the Academic Adviser:

Student Name: _____ Student ID: _____

Primary Major (CPT must be in this field of study): _____

I have met with _____ (*Student’s Name*) to review and discuss the job offer letter and statement of intent, and have found the proposed employment as described in the offer letter and the student’s statement of intent to be directly related to the student’s primary major listed above. I recommend that **full-time / part-time** (*circle one*) Curricular Practical Training be authorized from _____ (*mm/dd/yyyy*) to _____ (*mm/dd/yyyy*) on the basis of one of the following options:

Choose one:

_____ **The employment is credit bearing and is offered through an institutionally sponsored cooperative education, internship, or work/study program. (This option includes domestic Colgate Study Groups.)**

Name of Program (or Study Group): _____

Course Name, Number, and Semester: _____

_____ **The employment is recommended to support and enrich the content of the following credit bearing course in which the student is currently enrolled, or has successfully completed the semester immediately preceding the CPT employment.**

Course Name and Number: _____

Semester and year of enrollment in the above course: _____

Additional Comments: _____

Academic Adviser Name: _____ Title: _____

Phone: _____ Email: _____

Academic Adviser Signature: _____ Date: _____