

# CURRICULAR PRACTICAL TRAINING

## FOR STUDENTS ON F-1 VISAS

Curricular practical training is defined by the U.S. Citizenship & Immigration Service (USCIS) as employment that is an integral part of a student's curriculum. It may include internships/practicums (required or not required) or a co-op program. Employment not required by the degree program or arranged through an approved co-op agreement, must earn academic credit. The employment must be related to the student's major field. Earning academic credit for the curricular practical training authorization requires that a student register for a Directed Study course, Independent Study course, or a course in the established curriculum that requires the employment. Thesis credits or FTE courses cannot be used for CPT. The enrollment should occur during the semester in which the employment begins or as close to the beginning of the curricular practical training as possible. A student's failure to enroll for and complete the course violates the curricular practical training regulations and will jeopardize a student's legal status. International Student & Scholar Services (ISSS) provides the authorization for curricular practical training. Once students satisfy all requirements for their degree programs, they lose eligibility for curricular practical training. Graduate students are not eligible to apply for CPT after they have completed their defense.

### Eligibility

- Students should attend a CPT workshop or view the online workshop prior to submitting this application. For workshop schedule and viewing the online video, visit: [www.iss.umn.edu/career/CP\\_OPT.html](http://www.iss.umn.edu/career/CP_OPT.html)
- Students must have completed full-time studies for one full academic year and must be pursuing an academic program. An exception to this rule allows graduate students to participate in curricular practical training at the beginning of their program *if it is a requirement of the degree.*
- Part-time or full-time employment may be authorized depending on eligibility.

- Students are eligible for part-time curricular practical training based on course credit if they have satisfied the full-time enrollment for one full academic year requirement.
- Full-time employment authorization is available under the following conditions:
  - Student has completed all course requirements for the degree and is working full-time on research or thesis.
  - Student is participating in co-op or required internship that requires full-time work.
  - Student intends to participate in the employment during the summer vacation period or semester breaks.
- Part-time employment authorization is defined as 20 hours/week or less. Full-time is more than 20 hours/week. A student holding on-campus employment (including assistantship) must add the on-campus hours when determining total hours to be worked under the curricular category. For example, if a student holds a 50% assistantship and has been offered an internship off campus for 20 hours/week, the total work hours will be 40 hours/week and will require full-time curricular practical training authorization.
- Students cannot extend their programs for the purpose of employment. If students have an incomplete their final semester, they are not eligible for CPT after that term.
- Students in Plan C Programs  
Plan C programs are coursework only. Students are expected to complete their courses during the term for which they are registered, including Plan C Projects. A student with an incomplete his/her final semester is not eligible for CPT after that term.

### Authorization

- At the University of Minnesota, ISSS may authorize curricular practical training for part-time or full-time employment. ISSS cannot authorize curricular practical training for more than one year per

application. Students can apply for a maximum of 1 year of CPT at a time with 1 course credit.

- Allow 7 working days for ISSS to process curricular practical training applications. The authorization is generated through SEVIS and will be noted on I-20 Page 3.
- Once curricular practical training has been authorized, it cannot be changed, voided, or restored if the time was not used for practical training.
- Students cannot begin employment until they have the employment authorization in hand.
- Before submitting the application, ISSS requires that Reduced Course Load forms be submitted for any semesters (except summer session) that students will not be or were not registered full-time.
- If students apply for CPT based on item 10(b) of the request form, ISSS requires that students show registration for the course that corresponds to this CPT application. Failure to register for a credited course that corresponds with each CPT application will result in the loss of F-1 status and termination of SEVIS record. This needs to be done before submitting an application.
- Full-time authorization requires that students continue to work the equivalent of full-time on their academic program.
- Immigration regulations mandate that curricular practical training authorization not delay students' completion of studies. If students have been authorized 12 months or more of full-time curricular practical training, they will not be eligible for a program extension if unable to finish all degree requirements by the completion date noted on the I-20.
- Students who have been granted a program extension are not eligible to apply for full-time curricular practical training.
- Students who have received 12 months or more of full-time curricular practical training are not eligible for optional practical training. Part-time curricular practical training does not affect eligibility for optional practical training.
- Students who want to use curricular practical training to work more than 20 hours a week at the University of Minnesota must complete a new Form I-9 at one of the two University Payroll offices. Bring the following items to Payroll: passport, Form I-94, and I-20 with Page 3 reflecting the curricular practical training authorization. The payroll offices

are located at 1300 South 2nd Street, SE, Suite 545; and 170 Donhowe Building, U of M East Bank.

### **CPT Extensions for Students Receiving Course Credit for CPT**

If a student wants to extend CPT authorization with the current employer(s) for less than one month, the student may submit a Reduced Course Load form (if needed) to an F-1 advisor and a letter from the CPT course instructor indicating:

- The CPT course number, name, and semester of registration
- That the requirements for the course have changed
- The new ending date of the employment

For extensions of less than one month with a different employer, the CPT course instructor's letter should additionally indicate:

- The employer's name and full address (street, city, state, and zip code)
- The effective date of the new employment

If a student wants to extend CPT authorization for one month or more, the student will need to submit to an F-1 advisor a completely new CPT application and either register for a new CPT course or add at least one additional credit to the current CPT course.

### **Application Procedures:**

Submit the following items to an ISSS adviser during either a scheduled appointment or scheduled walk-in hour:

- Student Request and Academic Adviser Verification form.
- Course Description form or evidence of the internship/practicum requirement or co-op approval from college/department
- Financial Certification statement (if I-20 financial information will change by greater than 25 percent)
- Reduced Course Load form(s), if necessary

*Note: College of Pharmacy students must have the Academic Adviser Verification section of this form completed by the College of Pharmacy, Office of Student Affairs (OSA).*

# CPT STUDENT REQUEST AND ACADEMIC ADVISER VERIFICATION

## STUDENT REQUEST

Student should complete this portion.

1. Student's Name \_\_\_\_\_  
Family name First name Middle

2. UMN ID# \_\_\_\_\_ 3. SEVIS ID # \_\_\_\_\_

4. Email \_\_\_\_\_ 5. Phone \_\_\_\_\_

6. Academic Major on I-20 \_\_\_\_\_ Degree Level on I-20 (e.g., BA, BS, MA, MS, PhD) \_\_\_\_\_

7. Students completing a master's program, check one:  Plan A  Plan B  Plan C or coursework only

8. I-20 expiration date \_\_\_\_\_ Passport expiration date \_\_\_\_\_ Visa expiration date \_\_\_\_\_  
Month/Day/Year Month/Day/Year Month/Day/Year

9. For my CPT, I will work \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year

I will work \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year

I will work \_\_\_\_\_ hours per week between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year

10. During the above period, I will work on campus (non-curricular employment)

for \_\_\_\_\_ hours per week, between \_\_\_\_\_ and \_\_\_\_\_  
Month/Day/Year Month/Day/Year

11. Check "Yes" for one of the following:

(a) The proposed internship/practicum is **required** in my degree program.  Yes  No  
(Information providing evidence of the employment requirement for your degree program must be attached.)

(b) I will receive **course credit** for the internship.  Yes  No  
(A completed Course Description form must be attached.)

Course title & number \_\_\_\_\_

(c) I will participate in a **co-op program**.  Yes  No  
(Co-ops are formalized partnership programs established between departments and companies.)  
Information providing evidence of the co-op approval from your college or department must be attached.

12. I have  have not  completed all course requirements for my degree. If you have not, when do you expect to complete the course requirements? \_\_\_\_\_

13. Describe proposed employment \_\_\_\_\_  
\_\_\_\_\_

14. Employer name (please print) \_\_\_\_\_  
(Name of Company/Institution That will Issue Salary Payment)

Employer street address \_\_\_\_\_  
(No P.O. Box), city, state \_\_\_\_\_  
and zip code \_\_\_\_\_

City State Zip code

I certify that the above information is correct. I understand that it is my responsibility to register for the required internship or elective course to satisfy the immigration service's (USCIS) curricular practical training regulation. I am aware that when I have satisfied all requirements for my degree I am no longer eligible to pursue curricular practical training. I understand that if I am requesting part-time curricular practical training authorization, my total work hours (including any on-campus employment) cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study. If I am requesting full-time employment authorization during the academic year, I attest to the following: 1) that I will continue to work full-time on my research/thesis and 2) that the full-time employment will not impede the progress of my academic program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Your academic adviser will need to review the information on this form before he or she can complete the Academic Adviser Verification.

Ready by:

TG 03/2012

ACADEMIC ADVISER VERIFICATION

Academic adviser should complete this portion.

To the Academic Adviser:

Please review the Student Request for curricular practical training completed by the student. Curricular Practical Training (CPT) is work authorization for employment that is an integral or important part of the student's curriculum and related to his/her major field of study as noted on the student's I-20 (see item 6 on the Student Request form). If a student has satisfied the requirements for his/her degree program, including submission of Plan B, thesis, etc., s/he is NOT eligible to pursue curricular practical training. Students in Plan C programs can only work full time CPT during vacation periods before completion of coursework. They are expected to complete their courses during the term for which they are registered, including Plan C Projects.

CPT can be authorized under one of the following conditions:

- if it is required by the degree program
- if it is an elective internship and the student is enrolled for a course requiring the employment
- if it is an approved U of M co-op program

Pursuit of CPT should not delay the student's completion of studies. Your verification of the information the student has provided on the Student Request form is needed to insure that the University of Minnesota is in compliance with immigration regulations.

I agree with the information.       I disagree with the information (Please briefly state why in the Comment space below.)

Academic Adviser signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Department or College \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

FOR ISSS USE ONLY

Curricular Practical Training for \_\_\_\_\_ hours/week from \_\_\_\_\_ to \_\_\_\_\_

Curricular Practical Training for \_\_\_\_\_ hours/week from \_\_\_\_\_ to \_\_\_\_\_

Curricular Practical Training for \_\_\_\_\_ hours/week from \_\_\_\_\_ to \_\_\_\_\_

Financial Info

Registered for CPT course (no thesis cr. or FTE)

Program Plan

Previously authorized for full-time CPT

Holds

Number of months \_\_\_\_\_

Completed one full academic year

Program extension granted for this degree

Give I-20 due date slip to student

Date submitted to ISSS \_\_\_\_\_

International student adviser initials \_\_\_\_\_

**Adviser Comments:**

# UNIVERSITY OF MINNESOTA

## COURSE DESCRIPTION (FOR F-1 CURRICULAR PRACTICAL TRAINING)

To: Course Instructor:

Curricular practical training is a form of F-1 student work authorization issued by International Student & Scholar Services (ISSS) under the Federal regulation 8 CFR 214.2 (F) (10) (i). The authorization allows a student to work in a job directly related to his/her field of study as noted on student's I-20. Employment that is not required by the degree program is considered elective, and U.S. federal regulations state that a student must receive course credit to participate in elective employment. Consequently, the student must enroll for a course that required his/her participation in the specified employment. The course can be Directed Study or Independent Study or a course already in the established curriculum that requires employment. Thesis credits or FTE courses cannot be used for curricular practical training. Please review the I-20 information on the Student Request Form to insure that the employment is related to the degree and major noted on the student's I-20.

To insure that the course complies with the requirements of the visa regulation, please complete the information below. Course instructors may add additional requirements to the course as they deem necessary. Employment authorization cannot exceed one year and the student will be expected to get an Incomplete for the course until the employment/course requirement has been completed. Please contact an adviser at ISSS with questions regarding course requirements for curricular practical training at 612-626-7100.

**IMPORTANT: The CPT application will not be processed without evidence of enrollment for course credit at the time the application is submitted.**

I am verifying that \_\_\_\_\_ will be employed  
Student's Name

as a \_\_\_\_\_ at \_\_\_\_\_  
Position Employer

S/he will receive \_\_\_\_\_ of credits during \_\_\_\_\_ semester  
Number Semester and Year

for course \_\_\_\_\_  
course designator and number

Employment from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

for \_\_\_\_\_ hours per week is a requirement for this course.

Please provide a brief description of the course, including all requirements.

Signature of Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Department or College \_\_\_\_\_ Email \_\_\_\_\_