

F-1 Student Curriculum Practical Training (CPT) Recommendation

Academic or Faculty Advisors, Deans, & Graduate Coordinators of International Students

Curricular Practical Training (CPT) allows F-1 students to gain practical experience in their field of study when it is an integral part of their academic program. Federal regulations define CPT as "alternate work/study, internship, co-operative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school" (8 CFR § 214.2(f)(10)(i)).

Eligibility for CPT:

1. Valid F-1 Status:

- The student must be in valid F-1 status at the time of application.
- The student must have completed one full academic year (two consecutive semesters) in full-time status before applying.
- Graduate students whose degree program requires immediate participation in CPT may apply upon arrival in the U.S. and registration with the Office of Culture & Belonging.

2. Connection to the Degree Program:

- The work experience must be required by the degree program or earn academic credit toward the degree.
- The student must be enrolled in the appropriate course for the semester in which CPT is authorized.

CPT Enrollment Requirements:

- **Part-Time CPT (Less than 20 hours per week):**
 - The student must be enrolled full-time (Undergraduate: 12 credit hours; Graduate: 9 credit hours).
 - The student is responsible for tuition for these credit hours.
- **Full-Time CPT (More than 20 hours per week):**
 - Allowed only during official school breaks (summer/winter) or during the academic year if it is a required component of the student's degree program.
 - The student must be enrolled in at least 1 credit hour related to the CPT experience.
 - The student is responsible for tuition for this credit hour.
- **Summer CPT:**
 - Enrollment is not required if the academic advisor or graduate coordinator can confirm the internship is integral to the degree program.

Authorization Required:

- CPT must be authorized by the Office of Culture & Belonging before employment begins.
- Employment without prior authorization constitutes unauthorized employment and will result in termination of F-1 status.

Duration & Limits:

- CPT is authorized for one academic semester at a time and must be renewed for subsequent terms.
- More than 12 months of full-time CPT eliminates eligibility for Optional Practical Training (OPT). However, part-time CPT does not impact OPT eligibility.

Procedures to Apply for CPT

Schedule an appointment with the Director of Culture & Belonging during walk-in hours or by calling 330.490.7155.

Submit the following documents:

1. Completed CPT Request Form
2. Official Employer Letter (on company letterhead), including:
 - Job title and description of duties
 - Start and end dates of employment
 - Specification of part-time (≤ 20 hours) or full-time (> 20 hours) status
 - Physical location of employment

STUDENT INFORMATION**To Be Filled Out By Student**

Name: _____ SEVIS (I-20) #:NO _____

*Please Print: First(Given) Last(Surname)

This position will be: **part-time** (No more than 20 hours per week) **full-time** (More than 20 hours per week)This position is authorized from _____ to _____.
(MM/DD/YEAR) (MM/DD/YEAR)

By signing below, I verify my eligibility for Curricular Practical Training (CPT), that the internship/practicum is integral to my program of study, and that I understand that working without prior authorization constitutes unauthorized employment and will result in the termination of my F-1 status.

Signature: _____ Date: _____

CPT RECOMMENDATION**To Be Filled Out By Advisor/Graduate Coordinator/Dean**

Your verification of the student's eligibility for CPT is required to ensure compliance with federal regulations. If you have questions, please contact the Office of Culture & Belonging at 330.490.7155.

Please check the appropriate category for the student's CPT request:

Program Requirement:

- ☐ The student is **required** to complete this internship/practicum as part of their degree program.
- ☐ **Course Title & Number:** _____ **Number of Credits:** _____

Alternate Course Major Requirement:

- ☐ The proposed internship is an **alternative requirement** within the degree program.
- ☐ **Course Title & Number:** _____ **Number of Credits:** _____

Cooperative Education Requirement:

- ☐ The internship is facilitated through a **cooperative education agreement** between Walsh University and the employer and is an **integral part of the degree program**.
- ☐ **Course Title & Number:** _____ **Number of Credits:** _____

Optional Independent Study (No Course Credit):

- ☐ The department determines that the internship is integral to the student's degree program, but no course/credit is assigned.
- ☐ The student must submit a letter from their **academic advisor or graduate coordinator** explaining:
 - How the internship enhances the student's degree program.
 - Why the internship does not interfere with the student's normal academic progress (i.e., does not delay graduation or extend the Form I-20).

Faculty Certification:

By signing below, I confirm that I have verified the student's eligibility for Curricular Practical Training (CPT) and that the information provided above is accurate to the best of my knowledge.

Name of Advisor/Graduate Coordinator/Dean_____
Signature_____
Date_____
Department_____
Phone Number_____
Email

CULTURE & BELONGING