



## Curricular Practical Training

June 2009

1. **ONLY** authorized personnel in the Center for Global Education can authorize an F-1 student for Curricular Practical Training (CPT).
2. CPT **must be an integral part of an established curriculum** for it to be approved and is defined as alternate 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.
  - a. **Must submit a copy of requirements for major with pertinent information highlighted.**
3. CPT may be authorized for an F-1 student who has been **lawfully enrolled on a full time basis for one full academic year**. This includes students enrolled in a study abroad program, if the student spent at least one full academic term in a full course of study in the U.S. prior to studying abroad. Graduate students whose program **requires** immediate participation in CPT are **exempt** from the USCIS requirement to be enrolled on a full time basis for one full academic year before starting CPT.
4. Students who have received **one year or more of full-time curricular practical training** are **ineligible** for post-completion optional training (Optional Practical Training).
5. CPT must be authorized **before** beginning work. An F-1 student is able to work no more than 20 hours per week during the academic year but may work full time during holiday and vacation periods.
6. To apply for CPT authorization:
  - a. Ask your academic advisor to fill out the attached F-1 Curricular Practical Training Recommendation form and have them return it to this office stating:
    - CPT is a requirement for your program, which must be supported by a copy of the requirements for the student's major with pertinent information highlighted.
    - What requirement it will fulfill.
    - Whether it will be full time or part time employment. Full time employment during the academic year must be **specifically** required for the major in order for it to be approved.
  - b. Obtain a letter of offer from a prospective employer stating:
    - Name and address of company
    - Employment start and end date (must be within a semester not multiple semesters).
    - Whether employment is full time or part time.
    - Job description.
  - c. Make an appointment with the International Student Advisor in the Center for Global Education.
  - d. Bring the employment offer letter with you to the appointment along with your current I-20.
  - e. A new I-20 will be prepared indicating approval of curricular practical training.
  - f. Student may begin CPT employment after the I-20 is signed and dated by authorized personnel.



Office of International Education & Programs

Recommendation for F-1 Curricular Practical Training
October 2007

THIS FORM IS TO BE COMPLETED BY FACULTY ADVISER OR DEPARTMENT CHAIR.

Note to faculty: Please read the attached handout about Curricular Practical Training before completing this form.

To: International Education and Programs
University of Wisconsin-Whitewater

From: Print Name Title

Date:

Name of Student: Family Name First Name Middle Name

Intended Date of Graduation:

I have met with (student's name) and recommend that Curricular Practical Training at the following company (indicate name of company and complete address):

Three horizontal lines for company name and address.

be authorized based on a credit training program which is an integral part of an established curriculum from Start Date to End Date.

Course Name and Number Number of Credits Days and Times

This position will be (check those that apply):

- Part time (no more than 20 hours per week). Number of hours per week:
Full time (more than 20 hours per week). Number of hours per week:
Paid
Unpaid

Faculty Signature Department

Print Faculty Name Date