International Student and Scholar Services Office
Division of Student Affairs

Student Center North, N203, Houston, TX 77204-3024 Phone: (713) 743-5065 Email: isssohlp@central.uh.edu http://uh.edu/oisss

F-1 Graduate Student
Curricular Practical Training (CPT) Application

Description	**Curricular Practical Training (CPT) allows eligible and authorized F-1 students to participate in practical training that is an "integral part of an established curriculum."**
3 Types of CPT for Graduate Students	**Option 1**: Required for the academic curriculum for all students in the program. The student will not receive course credit. In order to be eligible, student must have the "Experience Track" sub plan in the system. **Option 2**: Required practicum or internship course taken for course credit. **Option 3**: Required research for thesis/dissertation (i.e. essential to completion of thesis or dissertation).
Eligibility	Students must have been lawfully enrolled on a full-time basis at a DHS approved school for one full academic year before being eligible for CPT (i.e. fall and spring semesters). Students entering the U.S. under a new SEVIS ID# must wait to complete one full academic year as a full-time student before they are eligible to apply for CPT. An exception exists for graduate students whose programs require immediate participation in CPT. It is only available for F-1 students who are in status and before completion of all degree requirements. Once your degree is completed, all CPT must cease. ISSS will verify your eligibility after you submit your CPT application.
Location	Students may only engage in CPT for the specific employer and location recorded on p. 2 of the I-20.
Duration	You may only work for the specific time period noted on p. 2 of your I-20. Time frames are usually granted for one semester at a time. To qualify for summer COOP, you must be a continuing student and show proof of registration for fall or summer. If you have been granted fall CPT and wish to work through the Winter Break, request ISSS approval after registering for spring classes.
Hours per Week	CPT can be approved for full-time (e.g. more than 20 hours a week) only during the summer and during your final semester if you are authorized for a reduced course load or for full-time equivalency for SEVIS reporting. You cannot be simultaneously registered for full-time hours and full-time CPT. Part-time CPT (e.g. 20 hours or less per week) may be approved during the fall and spring semesters, but you must be enrolled as a full-time student.
Offer of Employment	You must obtain a job offer letter that specifies job title, responsibilities, # of hours per week and job location on company letterhead. The letter should state the start date and ending date if the ending date is known.
Effect on Other Work	Although there is no limit to the amount of full-time CPT, if you do CPT for 12 months or longer you will no longer be eligible for Optional Practical Training (OPT). We normally advise students to stop their participation in full-time CPT after completing 11 months. There is no limit to the amount of part-time CPT a student can participate in (no impact on future OPT).
Approval Process	FOLLOW ALL THE STEPS ON THE APPLICATION SHEET AND BEFORE OBTAINING FINAL AUTHORIZATION, YOU MUST BE REGISTERED IN CLASSES FOR THE CURRENT OR NEXT SEMESTER, INCLUDING SUMMER, THAT YOU WILL BE ENROLLED.
Authorization	Authorization by ISSS is the final step after you submit the completed application to ISSS. If you are eligible, you will be notified to pick up a new I-20 with a notation on p. 2 authorizing your employment. The beginning and ending dates, name and address of the employer, whether you are approved for full-time or part-time employment will all be found on p.2 of the I-20. **Do not begin working until the start date shown on your page 2 of the I-20!**

Please answer the following:

Number of Semester(s) in which you previously had CPT (If this is your first time, write "None")	**Your Current Cumulative Grade Point Average**	**Number of Credit Hours you have Completed in your Current Degree Program**	**Number of Credit Hours Remaining to Complete your Current Degree**

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F-1 GRADUATE STUDENT CPT APPLICATION FORM

Step 1: Student Information and statement

Family name:	Given name:		Student ID:
Major:	Degree: ❑ Masters ❑ Doctorate	Thesis/Dissertation: ❑ Yes ❑ No	Expected graduation:
Request effective for (semester/year):		Will you have employment(s) on-campus during CPT? ❑ Yes ❑ No	
Email address:		If yes, how many hours are you assigned to work per week:	

Copy the statement in the space below: I will not start CPT until I have received CPT authorization on my I-20 and I will only work during the authorized period on page 2 of the I-20.

Signature:	Date:	Phone:

Step 2: Student Request

Curricular Practical Training (CPT): ❑ Part-time (20 hrs/week or less) ❑ Full-time (summer or authorized final semester)

Select one of the options:

❑ **Option 1 (Only if available in your academic program)**: CPT is required for the academic curriculum. The student will not receive course credit. The student must register through UH COOP program. The "Experience Track" sub plan must be added to the student record in order to be eligible.

❑ **Option 2**: CPT is required practicum or internship course.

❑ **Option 3**: CPT is required research for thesis / dissertation (i.e. essential to completion of thesis or dissertation).

I am requesting a CPT start date of _____ AND I have registered for classes for the next semester, including summer, if applicable.

Reduced Course Load (RCL) while participating in CPT in my final semester (*All signatures are required for step 4) - I am requesting a:

❑ Reduced course load for Non-Thesis Track: I anticipate this is my final semester and I only need ____hours of course work to complete my degree program. If I fail to complete my degree as expected, I may be in violation of my legal status and would have to apply for reinstatement.

❑ Full-time equivalency for Thesis track: I am expecting this semester to be my final semester. I have completed all course work and I am only working on my thesis or dissertation. I am allowed to take _____hours of thesis or dissertation. If I fail to complete my thesis/dissertation I will be required to take 9 hours in subsequent main semesters.

Step 3: Employer Statement of Understanding (Please attach job offer letter)

Dear Employer: The above named student is applying for employment under the U.S. Department of Homeland Security program called Curricular Practical Training (CPT). The application will be reviewed by a Designated School Official (DSO) at UH. Authorization will be made after review of the student's eligibility, your job offer letter, and this application. Your job offer letter should contain the job title, a basic description of job duties, hours of employment per week, job location, the start date, and ending date (if known). All CPT must be directly related to the student's major. **Work authorization for this student must be renewed each semester and no work can be done outside of the authorized work dates.** The proof of authorization will be a printed authorization on p. 2 of the student's SEVIS (Student & Exchange Visitor Information System) form I-20. This I-20 information, including the employer name, will be in the SEVIS records (see page 31 of the I-9 Employer Handbook for a sample I-20). The signature below does not obligate the employer in anyway. It is a statement of understanding about the nature of the student's authorization to work. It may take 5-10 working days to complete the authorization process.

"As the employer (or representative thereof), I understand that the authorization for this employment will be through the CPT program. I have provided a job offer letter with the required information. Employment will be contingent on the student producing proper work authorization each semester."

Employer: _____ Employer Signature: _____ Title: _____ Date: _____

Step 4: Academic Certifying Signatures

Academic Approval: ***I have reviewed the student's job offer letter and believe that it represents a valid training opportunity that is related to the student's major. Please check "Approved."***

❑ Approved	Academic Advisor Name: Signature:	Date:	Comments:
❑ Approved	Chair Name: Signature:	Date:	
❑ Approved	College Dean Name: Signature:	Date:	

Step 5: Experience Track Sub Plan and Course Registration

Student has registered for the appropriate course for: ❑ fall _____ ❑ spring _____ ❑ summer _____

The student has requested employment to be: ❑ Part-Time (≤ 20hrs) or ❑ F/T (>20hrs) Total Hours of Enrollment for the Term: _____ hrs

Option 1: ❑ **The student's "Experience Track" sub plan has been updated in PeopleSoft; and**

❑ **The student is required to register through the UH COOP program.** COOP Signature: _____ Date: _____

For COOP registration, please visit the COOP Office website: http://career.egr.uh.edu/students/coop

Option 2 & 3: The student has registered for the credit course. Course Title: _____ Course number: _____

(Note: Option 3 will require an additional support letter from the student's supervisor.)

Academic Department Signature (Required for **Option 2 & 3** only): _____ Date: _____