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 Undergraduate Students
Curricular Practical Training (CPT) Application

Description	CPT allows eligible and authorized F-1 students to participate in practical training that is an "integral part of an established curriculum" and directly related to the student's major area of study. Student must apply and register during the enrollment period for each semester.
2 Types of CPT for Undergraduate 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.
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 United States 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. 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 that will be 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 CPT, 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	Part-time CPT (i.e. less than 20 per week) can be approved only if enrolled in full-time hours except during final semester or summer. Full-time CPT (i.e. more than 20 hours a week) can be approved only if enrolled in at least 3 hours. Full-time CPT must span the entire semester to be eligible for a reduced course load. Students taking reduced course load while on full time CPT during the main semesters are not eligible for I-20 program extension. Different colleges have different policies on who can be engaged in CPT. Therefore, you also need the approval of your academic advisor and college to participate.
Offer of Employment	You must obtain a job offer letter that specifies the job title, responsibilities, number 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). Students are normally advised 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. BEFORE OBTAINING FINAL AUTHORIZATION, YOU MUST BE REGISTERED IN CLASSES FOR THE NEXT SEMESTER, INCLUDING SUMMER, AS APPLICABLE BEFORE SUBMITTING YOUR APPLICATION TO ISSSO.
Authorization	Authorization by ISSS is the final step in the process. 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 and the 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!**

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F-1 UNDERGRADUATE STUDENT CPT APPLICATION

Step 1: Student Information

Family name:	Given name	Student ID:
Major:	Degree:	Expected graduation:
Request effective for (semester/year):	Do you plan to have any on-campus job during your CPT? ❑ Yes ❑ No	

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: ❑ Part-time (20 hrs/week or less) ❑ Full-time (over 20 hrs/week)

Select one of the following two options:

❑ **Option 1**. CPT is required for the academic curriculum for all students in the program. 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 for required practicum or internship course taken for course credit. .

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

Step3 : 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 (For Option 1): Academic Approval for Non-Credit CPT (For Course Credit, Skip to Step 5 – Option2 &3)

I certify that this student must participate in this non-course-credit CPT to fulfil his/her academic curriculum requirements. I believe that the attached job offer represents a valid training directly related to the student's major.

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

❑**The student is required to register through UH COOP program.**

Academic Advisor Signature (All students) _____ Date: _____

Department Chair Signature (Engineering majors only) _____ Date: _____

College Associate Dean (Engineering majors only)_____ Date: _____

If you are advised by your college that you need to register the non-course-credit CPT through UH COOP program (Option 1), please visit the COOP Office website for instructions: http://career.egr.uh.edu/students/coop

Note: Bauer students' COOP signature will be provided by the Rockwell Career Center (RCC) staff.

Student is approved for: ❑ fall _____ ❑ spring _____ ❑ summer _____ ❑ part-time (≤ 20hrs) or ❑ full-time (>20hrs)

"As a COOP official, I believe that the student's job offer is directly related to his/her major."

COOP Signature _____ Date _____

Step 5 (For Options 2 only): Academic Approval for Course Required CPT

If you are taking a practicum or internship course which requires CPT authorization to complete the course, please have this section signed by your academic advisor.

1. Please list course and course number through which the practical training is required:
   Course Title _____ Course Number: _____
2. Student is approved for: ❑ part-time (20hrs or less per/week) or ❑ full-time (more than 20hrs/week)

Academic Advisor_____ Phone _____

Signature _____ Date:_____