

SEWANEE

THE UNIVERSITY OF THE SOUTH

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is an employment authorization available to F-1 students for work experience that is considered an integral part of a student's curriculum or academic program. In practice, this means that a student must be participating in an internship, co-op, or practicum either as part of a program requirement or for academic credit.

Specifically, the Code of Federal Regulations states:

An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative 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. [8 CFR 214.2\(f\)\(10\)-\(12\)](#)

Student Eligibility

- Students must be in legal F-1 immigration status.
- Students must have completed at least one academic year of full-time study. This is waived if CPT is required immediately for a graduate student's degree program.
- Students must have an offer of employment from a sponsoring employer with a cooperative agreement with Sewanee.
- Students must earn academic credit for the internship experience, either through an existing course, practicum, research course, independent study, or internship course. Please note that additional courses may incur extra tuition or fees.
- Students must be considered full-time enrolled in a program of study through SEVP.

Rules and Regulations

- CPT may be full-time (40 hours/week) or part-time (20 hours or less/week). Please note: If a student works a full year in full-time CPT, s/he will NOT be eligible for OPT upon graduation.
- CPT may be paid or unpaid.
- CPT can only be authorized before graduation.
- CPT may be authorized only for a specific employer, location, and period.
- Students must be authorized by the International Student Advisor to participate in CPT. The International Student Advisor determines, on a case-by-case basis, if the employment complies with federal regulations. Upon authorization, students will receive a new I-20.
- Students may begin work only after they have received their new I-20 with CPT authorization.
- Any changes in the student's approved CPT situation must be reported to the PDSO.

Application Procedures

1. Secure a job offer
2. Complete the CPT Request Form in consultation with your Academic Advisor
3. Return the following documents to the Office of Global Citizenship:
 - CPT Request Form
 - Offer of Employment - Must include (1) Work objectives, (2) Number of work hours each week, (3) Start and end date of employment, (4) Employer's address, (5) Supervisor's name
 - Copy of Banner Course Registration Screen for Semester of CPT
4. If approved, receive new I-20 with CPT authorization
5. Begin work

Important: The requirements listed in this document are subject to change without notice. It is the student's responsibility to check with the Office of Global Citizenship prior to application of CPT.

CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Curricular practical training is a type of employment authorization regulated by the Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) for International students with F-1 visa status. This is an opportunity for temporary employment directly related to the student's academic program prior to his/her graduation.

SECTION A: TO BE COMPLETED BY STUDENT

Family Name: _____ First Name: _____

Student ID: _____ Email: _____

Major Area of Study: _____ Minor or 2nd Major: _____

Name of proposed employer: _____

Complete address of employer: _____

Proposed employment start date: _____ Proposed end date: _____

Proposed number of work hours per week: _____

Brief description of job: _____

Please initial each requirement, indicating your agreement. The requirements for CPT are:

_____ The work experience must be related to my field of study and an integral part of my program.

_____ I must have been enrolled full-time for at least one academic year already.

_____ I must maintain a full course of study while I am participating in CPT.

_____ My employer must be a sponsoring employer with a cooperative agreement with Sewanee
(this can be verified with Career Services)

NOTE: F-1 students may not begin employment without first receiving CPT authorization from the Office of Global Citizenship, and may not continue employment past the end date of the CPT authorization – employment without authorization is considered a violation of F-1 status.

I understand the requirements for Curricular Practical Training, and I agree to abide by them.

Signature of Student

Date

SECTION B: TO BE COMPLETED BY THE FACULTY ADVISOR

Advisor Name: _____ Title: _____

Department: _____ Phone: _____

In order for the student to enroll in Curricular Practical Training, the faculty advisor must recommend and confirm that the student named above is qualified to enroll in CPT by providing the following academic information correlating to the CPT placement.

Course number: _____ Course Title: _____

Credit hours: _____ Semester & Year Credit to be awarded: _____

If the student is to begin CPT prior to the start of classes, or continue CPT after classes, the Faculty Advisor must complete the following statement and initial:

I verify that _____ must begin his/her CPT assignment, in conjunction with course number _____ prior to the start of classes or following the end of classes for the semester.

_____ (Initials of Faculty Advisor)

Please list the student's learning objectives for this CPT experience below:

- 1.
- 2.
- 3.
- 4.
- 5.

Describe a summary project that will demonstrate the student's learning:

Please note: The Faculty Advisor must serve as a liaison with the employer so that the CPT site supervisor may be aware of the students' educational level, previous experience, and insure that the supervision requirements of the student's major are being met. This may include, but is not limited to, maintaining personal and academic records of the student's internship and providing necessary records to the site supervisor as may be necessary for an effective learning experience.

The University of the South, along with the Department of _____, agrees to award course credit to the above named student upon satisfactory completion of the work experience and required reports.

Faculty Advisor signature _____ Date _____