

Curricular Practical Training Application

What is CPT?

The USCIS defines Curricular Practical Training (CPT) as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application.

Types of CPT:

Required part of program	Non-required part of program
the program requires employment in the field of study to graduate	the practical experience is for credit and directly related to your field of study. You must be enrolled for the course while engaging in this type of CPT.

Part-Time CPT vs. Full-Time CPT

Part-Time CPT	Full-Time CPT
Employment for 20 hours or less per week is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled full-time in order to maintain lawful F1 status.	Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT).

Student Eligibility Requirements

1. You must be on an F-1 status at least for **one full academic year (2 semesters)**. If you were a transfer student from another U.S. institution in a degree program, you may be qualified so please come and see us.
2. **You must be enrolled for the course that requires internship.** We need to see your registration. In addition, you must be registered full-time unless you are in a last semester of completing your degree.
3. **You must have a job offer.** You must tell your employer that you need at least 3-5 business days to process CPT paper work with the Office of International Education (IE). Without CPT I-20 from IE, you can't start your internship.

Application and Documentation Requirement

Contact the International Student Advisor to set up an appointment in advance. WE CANNOT PROCESS YOUR CPT WITHOUT AN APPOINTMENT. At your scheduled appointment, you must bring the following:

1. Proof of registration for CPT course. You must be registered for CPT course in the same semester during which your work will be done.
2. A CPT Request and Recommendation Form completed by you and your academic advisor/professor or supervising department chair.
3. An internship offer letter from a company on the company's letterhead. The letter must contain the following information:
 - The employer's name and address
 - The student's name
 - The statement of the job/internship offer
 - The beginning and end dates of the employment: *A semester start date and end date*
 - The number of hours to be worked: *Part-Time is less than 20 hours a week. Full-time is 20 hours a week or more.*

If your academic department has an internship agreement form/paper with a company and it has all information above, you can submit it instead of a letter from your employer.

Authorization Procedures

If your application is approved, we will inform USCIS and will issue a new Form I-20 with your CPT authorization. **You cannot start your CPT until you are authorized by IE.** This authorization is only valid for specific employer, location and period of time and on part-time or full-time basis as approved and recorded by IE. If there are any changes regarding your employment, you must notify IE so that we can properly update your CPT. Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for that semester and also register for the appropriate course for that term.

Social Security Number

If you don't already have a social security number, you should apply for your social security number with your CPT I-20. You should bring your CPT I-20, passport, visa, I-94 to the nearest Social Security office.

Failure to Comply with Regulations

It is your responsibility to comply with all immigration regulations which apply to F-1 students, including employment regulations. Working without the proper authorization is a serious violation of your F1 status. If you fail to comply with your responsibilities, you may not be eligible for benefits normally granted to F-1 students and may jeopardize your stay in the US.

Curricular Practical Training Request and Recommendation Form

Part 1. Request for CPT (Completed by Student)

Student Name: _____ NCC ID #: N _____
SEVIS ID#: N _____ I-94: _____
Home Address: _____
Phone: _____ E-mail: _____
Major: _____ Course Registered for CPT: _____

I have registered for the course related to this CPT request and understand that CPT authorization will be canceled if I drop the course. I understand that I have to maintain my F1 status by attending school full-time while I am on CPT. I also understand that it is my responsibility to report any changes during CPT to the ISA so that I will be properly advised and my I-20 will be updated in SEVIS.

Signature of Student: _____ Date: _____

Part II. Recommendation (Completed by Academic Advisor or Supervising Department Chair)

Student's Name: _____ NCC#: _____
Major: _____ Degree: _____
Course Name & Number: _____
Academic Term: _____

CPT recommendation is based on the following (please check only one):

- This internship is a mandatory graduation requirement for all students in the program, not just for this student. (Please attach a copy of the school publication (e.g. catalog) verifying that this is mandatory.)
- This internship is an integral part of student's academic program of study for which he or she will receive academic credit.

Signature of Academic Advisor or Supervising Department Chair

Printed Name of Academic Advisor or Supervising Department Chair

Campus Phone Number and E-mail Address

Department

Office of International Education
Nassau Community College
One Education Drive
Garden City, NY 1153
Phone: 516-572-7053

E-mail: isaoff@ncc.edu Website: <http://www.ncc.edu/Admissions/InternationalStudents>

The Student and Exchange Visitor Program (SEVP), within the Department of Homeland Security, requested that schools ensure the accuracy of certain information in SEVIS for all students on Curricular Practical Training. Therefore, please read the following and sign it.

I understand that it is my responsibility to comply with all immigration regulations which apply to F1 students, including employment regulations. Working without the proper authorization is a serious violation of my F1 status. If I fail to comply with my responsibilities, I may not be eligible for benefits normally granted to F1 students and may jeopardize my stay in the U.S. I know that I cannot start working until I receive CPT I-20 from the ISA.

I understand that while I am on CPT, I must maintain my status by studying full-time every semester. If there are any changes such as my home address and employment, I must contact the ISA immediately so that my I-20 will be properly updated in SEVIS.

Student's signature

Date