



F-1 Curricular Practical Training (CPT)

WHAT IS CPT?

Curricular Practical Training (CPT) is an employment option available to F-1 students where the practical training **employment is considered to be an integral part of the curriculum or academic program.**

According to the immigration regulations, this employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree (as defined in the course catalog) or for which academic credit is awarded. CPT is an internship (not a long-term job) opportunity for F-1 students to put classroom theory into practice. CPT is granted for students who have maintained their status and is not an entitled benefit.

An F-1 student may be authorized by the Office of International Student and Scholar Services (ISSS) at the Roukema Center for International Education to participate in a curricular practical training program that is an integral part of an established curriculum. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. A request for authorization for curricular practical training must be made to ISSS. A student may begin curricular practical training only after receiving his or her Form I-20 with the International Student Advisor's endorsement.

CPT is approved as full or part-time (20 hours/week or less) and for a specific employer, place of employment, and time period. CPT can only be granted for up to one semester at a time and you must be registered for the internship or practicum class during the same semester in which CPT will be. **Authorization dates for Curricular Practical Training are based on the academic calendar of Ramapo College.** If you are engaged in CPT for academic credit during fall or spring semesters, the dates of employment are the same as the beginning and ending dates of the course. However, during the summer, students who register for a CPT internship course for the first summer session may be given authorization until the last day of the second summer session if their academic advisor deems the additional time to be necessary for project completion. You must request any changes (employer, location, hours/week) or new period of CPT prior to the changes taking place or before the new period of CPT will begin. If you are engaged in part-time CPT, you must continue to remain enrolled as a full-time student during normal enrollment periods. If you are engaged in full-time CPT, you may be enrolled for less than full-time but you cannot cease to be enrolled altogether during normal enrollment periods.

Examples of CPT include co-op programs, an internship or practicum, or a graduate student engaging in research that is directly related to the thesis or dissertation.

A note of Caution

While CIS regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with ISSS staff before taking up any employment. It is your responsibility to comply with all CIS regulations, which apply to F-1 students. If you fail to comply with your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

Please submit the following to the Office of International Students and Scholars Services and allow us 3-5 business days to process your CPT paperwork:

1. Academic Verification Form completed by your Major Academic Advisor or Professor.
2. A signed letter from Employer (on company's letterhead) confirming job offer, job title, job description, beginning and ending dates, number of hours of work per week, exact location (address) of the job and the supervisor's name and contact information.
3. CPT registration verification



F-1 Curricular Practical Training Academic Verification Form

TO: Academic Advisors

The F-1 student referenced below wishes to engage in temporary employment to gain practical experience in his/her field of study prior to completion of his/her program of study. The regulations of the US Citizenship and Immigration Services (USCIS) governing F-1 non-immigrant students provide for this type of employment authorization through what is called Curricular Practical Training (CPT). **Employment under CPT must be an integral part of an established curriculum and be directly related to the student's field of study. It must be a degree requirement or credit-bearing option, such as an internship or practicum class. This requirement or degree option must be listed in the school's catalog or departmental literature describing the program and must be available to all students in the program. CPT is not meant to facilitate the creation of special employment opportunity for individual F-1 students.** Please complete the form below and return it to the Office of International Student and Scholar Services (ISSS) to help us determine whether the proposed program meets the U.S. Citizenship & Immigration Services requirement for CPT employment authorization. If you have any questions, please do not hesitate to contact Raj at Ext. 7567

TO BE COMPLETED AND SIGNED BY THE ACADEMIC ADVISOR

Student's Name: _____ Student's Email: _____
R#: _____

I certify that the student listed above is in good standing in a course of study leading to _____ degree in
(Bachelor's, Master's)
the field/major of _____. It is estimated that the student will complete all requirements for the
degree by ____/____/____. The student will receive ____ credits during _____ term for this practicum/internship.
Mo Day Yr (fall/spring/summer)

Will this curricular practical training experience delay the student's graduation date? Yes ___ or No ___

I further certify that (please check one):

____ This training is required as part of the degree. This requirement is stated in the school's catalog or in departmental literature describing the program. The student ____ will / ____ will not (check one) receive academic credit based on stated departmental guidelines for the program.

____ This training is a degree option (such as an internship or practicum option). The student will enroll in _____ (course) and receive academic credit for this training program. Please attach a copy of the course description.

____ This training is for the purpose of collecting data essential for completion of the thesis or dissertation. It may or may not involve innovative technologies available only at a particular corporation/research facility. Please briefly explain below how this training is directly related to the thesis or dissertation research.

Any Additional Comments:

Advisor's Name: _____ Department: _____

Telephone: _____ E-mail: _____

Advisor's Signature: _____ Date: _____