

# CPT REQUEST FORM

## **DO NOT WORK UNTIL YOU RECEIVE A NEW I-20 SHOWING CPT AUTHORIZATION!!!**

***Working without first receiving authorization is a major violation of your F-1 visa status. Students who work without authorization will have their visa status terminated and are not eligible for reinstatement. Such a violation may also affect your ability to get other visas and enter the U.S. in the future.***

***DO NOT begin your employment until after the International Programs office has processed your paperwork and given you a new I-20 that shows your CPT authorization. If you are extending your CPT authorization, you cannot continue working beyond your current CPT dates until you get a new I-20 showing that the CPT has been extended.***

### **DEFINITION**

Curricular Practical Training (CPT) is an employment benefit which may be granted, under specific circumstances, to F-1 students to enable them to gain practical experience in their field of study by working off-campus. Federal regulations state that CPT must be "an integral part of an established curriculum." 8 C.F.R. § 214.2(f)(10)(i)

### **ELIGIBILITY OF STUDENT**

All of the following conditions must be met in order for a student to be eligible for CPT.

- The student must be in Active F-1 status.
- The student must be within their program of study. CPT is not available before the program start date, nor after the program end date.
- The student must have completed one academic year, which is defined as two (2) semesters, at full-time enrollment.
- Students in ESL programs are not eligible for CPT.
- Students who transferred from another school may count the time spent at the other school toward the one academic year requirement, provided they were enrolled full-time and were not in an ESL program. Students will need to provide proof of full-time study at the other school if they intend to count that time toward the one academic year requirement.

### **ELIGIBILITY OF EMPLOYMENT OPPORTUNITY**

A student must have a job offer to be authorized for CPT. Not all jobs will qualify for CPT authorization. The employment must be in the student's current field of study; it cannot relate to a previous area of study.

CPT is employer-specific. Students who receive CPT authorization are authorized to work ONLY for that employer. If a student wishes to change jobs, new CPT authorization is required.

### **LIMITS AND DURATION OF CPT**

There is no limit on the amount of CPT a student may use, except that CPT is not available beyond the program end date. However, if a student uses 12 months of full-time CPT, they lose their eligibility for OPT. Use of part-time CPT has no effect on OPT eligibility.

CPT can be authorized in maximum increments of one year. However, all CPT requires a curricular component, so the student will need to work with both the academic and international advisors to ensure that the curricular component carries over from one semester to the next. Therefore, the length of the CPT authorization period will vary depending upon the curricular component.

*Example: If a student wishes to be authorized for CPT from January 1, 2008 through December 31, 2008, the student's academic advisor will have to identify the curricular component that can be carried across the Spring, Summer and Fall semesters that are encompassed by the dates of the CPT period. This may work for a Directed Study course, but may not work for a Co-op Practicum.*

## **EXTENSIONS AND UPDATES**

Students with existing CPT authorization who wish to continue working at the same employer must get their CPT authorization extended. This means getting submitting a new set of paperwork, both the CPT Request form and the letter from their employer, with updated information.

If there are any changes to your CPT, you must contact the Office of International Programs to update your CPT. You will need to receive an updated I-20 that reflects the changes to the CPT **BEFORE** the changes go into effect. For example, if you are changing the number of hours you will be working, you must receive authorization from the Office of International Programs **BEFORE** you begin working your new hours.

## **AUTHORIZATION PROCESS**

**You must complete all of the following steps to receive CPT authorization, or extend or update current CPT.**

If any items are missing or incomplete, it will delay the process, and you may not be authorized in time for your start date. Once all paperwork is complete, make sure that you are registered for the course indicated by your academic advisor.

***The Office of International Programs requires a minimum of 1 week to process CPT requests.***

You may not be able to start your job on the proposed start date if you do not bring your documents in 1 week before you want to start working.

**To get CPT authorization, you must complete the steps listed below.**

- 1. Get a job offer.** You must have a written offer of employment. The offer letter must be on the employer's letterhead, and it must include the following listed below.

### **INFORMATION TO BE INCLUDED IN JOB OFFER LETTER**

- Name of company
  - Address where you will be working
  - Name of supervisor or other contact person at employer
  - Start and end date of employment. For ongoing employment, the international advisor will determine the end date of the CPT authorization.
  - The average number of hours per week that you will be working; "full-time" or "part-time" is not sufficient.
  - The letter must be signed by the appropriate representative of the employer (i.e., the hiring supervisor, Human Resources personnel, company president, etc.) An unsigned letter will not be accepted.
- 2. Complete the first box of the CPT Request Form (attached).** Complete **ONLY** the box labeled "To Be Completed by the Student." **DO NOT** complete any other part of the form.
  - 3. Get your academic advisor's recommendation.** The academic advisor should double-check the degree level and program of study provided by the student to ensure accuracy. The academic advisor then needs to fill out the second box of the form. The CPT must relate to a particular course, which is at the sole discretion of the academic advisor. If the employment is in the summer, it can relate to a course that was taken in the spring semester immediately before, or a course that will be taken in the fall semester immediately after. (If it is related to a course for the following fall semester, students must be registered for the course before CPT will be authorized.) The advisor must also describe how the employment relates to the course.
  - 4. Register** for the course that is designated by your academic advisor. CPT will not be authorized until you have registered for the course indicated.
  - 5. Return CPT Request Form and offer letter to the Office of International Programs.** Remember that you must allow 1 week for processing the CPT request. An international advisor will verify your F-1 status and current enrollment, check the CPT Request Form and offer letter to ensure that all requirements are met, and review the student's file to verify eligibility for CPT. If all conditions are met, the international advisor will enter the CPT authorization in SEVIS and issue a new I-20 for the student which shows the CPT authorization. The international advisor will contact the student to come and pick up their new I-20.
  - 6. Start your new job!** Your employer will need a copy of your I-20 as proof of eligibility to work in the U.S.



## Office of International Programs

Taubman Student Services Center – C404 ▪ 248.204.4100 ▪ Fax 248.204.4115 ▪ international@ltu.edu

# CPT Request Form

### **DO NOT WORK UNTIL YOU RECEIVE A NEW I-20 SHOWING CPT AUTHORIZATION!!!**

*Working without first receiving authorization is a major violation of your F-1 visa status. Students who work without authorization will have their visa status terminated and are not eligible for reinstatement. Such a violation may also affect your ability to get other visas and enter the U.S. in the future.*

***DO NOT begin your employment until after the International Programs office has processed your paperwork and given you a new I-20 that shows your CPT authorization. If you are extending your CPT authorization, you cannot continue working beyond your current CPT dates until you get a new I-20 showing that the CPT has been extended.***

### **READ THE ATTACHED "Guide to Curricular Practical Training (CPT)" BEFORE COMPLETING THIS FORM.**

#### **GENERAL INFORMATION**

You cannot begin working, or continue working (for student needing extensions or updates to existing CPT), until you receive a new I-20 showing your CPT authorization. You are only eligible to work during the authorization period, as indicated by the dates on page 3 of your new I-20. Your CPT will not be authorized until all steps outlined in the Guide to Curricular Practical Training (CPT) have been completed. You must attach a job offer letter with this form.

**The Office of International Programs requires a minimum of 1 week to process CPT requests.** (During break periods when the University is closed it may take longer; please plan accordingly.) Students who bring in their documents less than 1 week before their projected start date may not receive authorization to begin their new job.

#### **TO BE COMPLETED BY THE STUDENT**

NAME: \_\_\_\_\_

LTU BANNER ID: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DEGREE LEVEL:  Bachelor's  Master's  Doctorate MAJOR: \_\_\_\_\_

REQUEST TYPE:  New CPT  Update to employment terms of current CPT  
 Extension of current CPT (If this is an extension, provide end date of current CPT: \_\_\_\_\_)

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **CPT REQUEST FORM (page 2)**

### **TO BE COMPLETED BY THE ACADEMIC ADVISOR**

- Please verify the degree level and program of study provided by the student on page 1 of this form.
- CPT requires a curricular component, so the employment must relate to an academic course. Which course is the curricular basis for the employment is at the discretion of the academic advisor. Please list which course is the curricular basis for this employment, and then provide a brief explanation.
- The course listed must occur in the semester during which the employment occurs (i.e., internship starts in the Fall, so CPT must be based on a Fall course). If the employment occurs in the summer, it can relate to a course that was taken in the spring semester immediately prior or the fall semester immediately following.
- If the advisor determines that a Directed Study is required, the student must register for that course, and no additional explanation is required.
- For extensions of previous CPT authorization, a new CPT form must be completed and a new course must be listed.

THIS CPT RELATES TO: \_\_\_\_\_  
Course Number Course Name

THE STUDENT IS REGISTERED FOR THE COURSE FOR THE \_\_\_\_\_ SEMESTER. (Ex: Fall 2011)

DESCRIBE HOW THE EMPLOYMENT OPPORTUNITY RELATES TO THE COURSE LISTED ABOVE. (Ex: Student has job offer as controls engineer and is taking EEE-4513 Controls Systems.) No explanation is required for Co-op Practicum or Directed Study courses.

\_\_\_\_\_  
Academic Advisor's Name Academic Advisor's Signature Date

### **TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR**

Is this student participating in Lawrence Tech's Co-op Program?  No  Yes

\_\_\_\_\_  
Career Services Representative (if necessary) Signature Date

Has the student had previous periods of CPT authorization?  No  Yes:  Part-time  Full-time  
(If there is prior CPT authorization, attach print out from SEVIS showing the previous CPT periods.)

#### **CPT Authorization:**

\_\_\_\_\_  
DSO Signature Date entered into SEVIS Date I-20 issued (if different)