Curricular Practical Training (CPT) is employment authorization with a specific employer for a specific period of time. It enables a student to take part in a practicum, internship, field placement or other work experience that is an “integral part of an established curriculum”. CPT is described more specifically below:

- CPT is required for both paid and unpaid academic related practicums, internships and field placements (or other related experience) with an off-campus employer.
- CPT training must be “an integral part of an established curriculum” and must be “directly related to the student’s major area of study.”
- CPT must be taken for credit, unless it is required as a non-credit experience for all students in the program.
- CPT must be done prior to the completion of the student’s academic program.
- CPT will be approved for no more than the official length of the semester, one semester at time. A new application will need to be submitted for additional days or semesters.
- CPT is generally done on a part-time basis (up to 20 hours a week while university is in session). Certain qualifications must be met to work more than 20 hours per week. Please read the Full-Time CPT section below for more information.

To qualify for CPT, the student MUST:

- have been in full time status for one full academic year immediately prior to employment/internship.
- be in valid F-1 status and enrolled for a full course of study during CPT. The CPT must be done in advance of the completion of program.
- have a letter (on letterhead stationery) offering employment or an internship situation specifying the name and address of the employer or organization, the duties and responsibilities of the position, the number of hours per week the student will work, and the beginning and ending dates of the employment or internship.
- be recommended to participate in CPT by the academic advisor and department chair.
• be **registered** for the appropriate Internship, Independent/Directed Study or Dissertation/Thesis credit at the time of application, for the term during which employment will occur.

• obtain **authorization from the Designated School Official** at International Student and Scholar Services on **page 3 of the SEVIS I-20 form prior to commencing employment**. (This authorization does **NOT** require approval from USCIS.)

• students who already hold an on-campus assistantship position must request Extra Services Authorization from the Dean of Graduate Studies.

**CPT Between Terms**

• International students with approved CPT for a regular academic term (i.e. fall, spring or summer) may qualify for an extension of CPT, including permission for full-time employment, between terms (note: this is the time frame between the official end of one term and the official beginning of another term).

• During these between term periods, eligible international students in most cases do not need to enroll for additional academic credit, but they **must** be registered for the following semester.

**Full time CPT**

• Students in their thesis or dissertation period may be eligible for full–time CPT if their work is directly related to their thesis/dissertation and the student has academic department support.

• Full-time CPT may be available for students in their final semester of coursework, but only if they are registered for no more than 9 credits.

• Use of full-time CPT for more than one year eliminates eligibility for Optional Practical Training (OPT). Use of part-time CPT does not generally affect eligibility for OPT.
Curricular Practical Training Application Checklist

- CPT can be processed by ISSS once the following have been received:
  - CPT Application Form
  - Advisor’s Authorization Form
  - Letter written on letterhead with the signature of the supervisor and containing the following specific information:
    - Beginning and ending date of your employment/internship
    - Number of hours per week
    - Specific duties and responsibilities
    - *Note:* The official letter can be scanned and emailed or faxed to ISSS at (518) 591-8171.
  - Copies of all of your I-20 forms, current and previous

- It will take 5 business days to process your CPT request once all required documents have been submitted.

- You cannot start working until your CPT has been authorized by ISSS. Please plan with your employer accordingly.
CPT Application Form

To Be Completed By the Student

Name of Student: _________________________________________________________
   Family name______________________Given name_________________________

STUDENT ID #: ________________________________ SEVIS ID #: N00________
   (9 digits # starting with 000-/001-) (This number can be found on the upper right
corner on page 1 and 3 of your current I-20)

Field of Study: ________________________________

Level of Study: ☐ Bachelor’s ☐ Master’s ☐ Doctoral

I currently have an assistantship: _____Yes _____ No. If yes, department_____________________

Local Address: __________________________________________________________

Please list all periods of previously authorized training (both CPT and OPT) – if any
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Employer or Training Site: __________________________________________

Location (Address, including zip code) of Employer or Training Site: ________________
________________________________________________________________________

Brief Description of Proposed Duties of the CPT position:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dates of Service: From: ___ ___ ___ To: ___ ___ ___
   mm dd yy mm dd yy

This Curricular Practical Training (CPT) will be:

☐ Full-time, _____ hours per week (21 hours per week or more)

☐ Part-time, _____ hours per week (anything 20 hours per week or less)
To Be Completed by the Academic Advisor & Chair

Student’s Name: ___________________________ Semester: ____________

This employment or internship meets the following criteria for CPT authorization (please check the one that applies):

☐ An internship, or other program related course of at least 1 credit which will be used towards completion of the student’s academic program. Please indicate: Course # and Title: ____________________________, and number of credits: ____________.

☐ A required, non-credit practicum or field work placement. Experience must be required for ALL students in this academic program/course of study, but does not require course registration, as noted in the Graduate or Undergraduate Bulletin. It is not an optional course.

☐ Research directly related to thesis or dissertation. Must be registered for appropriate thesis or dissertation credit. Course # and Title: ____________________________, and number of credits: ____________. Briefly describe the topic: ____________________________

I hereby certify that this curricular practical training is an integral part of this student’s academic program and its established curriculum, as noted in the Graduate or Undergraduate Bulletin, and/or published on the department’s web site.

Credits Remaining Until Graduation: ____________ Anticipated Graduation Date: ____________

Academic Advisor Signature: ___________________________ Date: ____________

Name: ___________________________ Department: _____________________________

Phone: ___________________________ Email: _____________________________

Department Chair
Signature: ___________________________ Date: ____________

Name: ____________________________