CURRICULAR PRACTICAL TRAINING

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 a 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 per 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 (2 semesters) immediately prior to the employment/internship.
- Be in valid F-1 status and enrolled for a full course of study during CPT. The CPT duration will only be authorized in advance of the completion of the program (i.e. CPT may only be used prior to program completion).
- 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 an 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.

CPT During Summer Term

- For the purpose of CPT, summer is regarded as an academic term. Therefore, students are required to demonstrate course registration for summer CPT. Students must register for acceptable academic credit in the summer session for which they are requesting CPT to begin. This credit will cover the CPT period through the remainder of the summer term. Exceptions to the summer registration rule include:
  
  o Students in an academic program that requires an internship for graduation but does not require academic credit.

  o Students registered with an eligible dissertation or thesis credit(s) in the spring and fall semesters between the summer term in question may dedicate such academic credit(s) toward summer CPT if the respective CPT activity is related to the student’s thesis/dissertation and the student has academic department support.

- Students whose academic programs do not offer appropriate academic credit for summer CPT should consult ISSS and their academic department.

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 departmental 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 (12 months) eliminates eligibility for Optional Practical Training (OPT). Use of part-time CPT does not generally affect eligibility for OPT.

Computer Science Graduate Students

- CPT for culminating courses 698 and 698C is permitted only in the event that all course requirements for graduation have not yet been met (i.e. 31 credits total).

- The only courses in the Computer Science graduate program that may be used to meet the CPT requirement are 698 and 698C.

- Up to two consecutive terms only of CPT using required courses 698 and 698C in sequence are allowed.

- If 698C is used for summer term, student must also graduate in summer.
Curricular Practical Training Application Checklist

CPT can be processed by ISSS once the following have been received:

- CPT Application Form with 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
- Certification that student has watched the CPT Powerpoint on the ISSS website OR attended a CPT Workshop hosted by ISSS
- Registration in internship or other CPT related class
  - Must also hand in an approved Reduced Course Load form for the semester for which you are applying for CPT if you will be less than full-time that semester.

- It will take 5 – 7 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.
- If you need an SSN, also submit an SSN letter request form with your CPT application.

Last Updated 12/21/2016
CPT Application Form

To Be Completed Student:

Student Name: ____________________________, ____________________________

Family name Given name

UAlbany 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

Local Address: _________________________________________________________________

Below, please certify that you have done at least one of the following:

☐ I have attended a Curricular Practical Training Workshop: [ ] Yes, when: ___/___/___
or

☐ I have watched the on-line CPT tutorial at www.albany.edu/iss [ ] Yes

I currently have an assistantship: _____Yes _____No. If yes, which department? _____________

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)

Student Attestation: By signing below, I take full responsibility for reading/understanding the information presented in the CPT packet, the workshop and/or the online tutorial. I attest that the above information and true and correct to the best of my knowledge.

Student’s Signature ____________________________ Date __________________

Last Updated 12/21/2016
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: ___________________________