

CURRICULAR PRACTICAL TRAINING:

Curricular Practical Training is a benefit under the federal regulations for F-1 students, particularly those who have required, paid internships in their academic programs of study.

- Federal regulations affecting F-1 students define **Curricular Practical Training** as “paid employment which is **not only related to the student’s major field of study**, but which is also an ***integral part of the department’s established curriculum***”.
- It could be an internship, an alternate work/study experience, cooperative education, or any other type of required paid experience or practicum which fulfills an academic component of the student’s program (an elective course for credit, an internship or practicum, or thesis/dissertation research).
- It may or may not carry academic credit and **is to be done prior to the completion of the student’s academic program**.
 - In order to be eligible, the student must have been in a full time student status for a period of ***one full academic year*** just prior to the start of the employment. Time used in Curricular Practical Training does **not** count against the 12 month maximum allowed for Optional Practical Training. (Students should consult with ISSS for information on other time limits of both types of practical training).

To qualify, students must:

1. have been **in full time status for one full academic year** prior to employment. During the training, the student must be in valid student status as well (i.e. the training must be done in advance of the completion of program).
2. have a **letter of employment** (on letterhead stationery) from the employer specifying the **name and address of the employer**, the **work that the student will perform**, the **number of working hours per week**, and the **beginning and ending dates of the employment**.
3. be **confirmed by the academic advisor and department chair** (on last page of this form). →
4. obtain **employment authorization from the Designated School Official** at ISSS on **page 3 of the SEVIS I-20 form**. (This employment authorization does **not** require the EAD card from USCIS.)
5. bring **all original I-20 forms** (page 1-3) to ISSS.

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Curricular Practical Training Checklist – What to bring to ISSS

1. ___ **Advisor's form**
2. ___ **Employment letter with specific information:**
 - Beginning and ending date of your employment
 - Number of working hours per week
 - Specific duties and responsibilities
 - Letter should be written on letterhead and bear a signature of the supervisor
 - Can be faxed to ISSS at (518) 591-8171
 - No E-mail
3. ___ **All of your I-20 forms**

This Section is to be completed by the Academic Advisor ONLY.

_____ *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).*

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

_____ **An elective course taken for credit and used towards graduation.**

Please indicate course number and title: _____

_____ **A required internship or practicum (required by the department as noted in the Graduate or Undergraduate Bulletin or on the department's web site).**

If taken for credit, please indicate course number and title and number or credits: _____

_____ **Thesis or dissertation research.**

Advisor's Name, Title, Academic Department

Advisor's Signature

Date

Phone: _____ - _____ E-mail: _____ @ _____

Department Chair's Name

Dept. Chair's Signature

Date