Curricular Practical Training (CPT) Instructions and Request Forms

Disclaimer: The information contained in this form is provided as a service to international students, faculty and staff at the University at Albany. It does not constitute legal advice. We try to provide useful information, but we make no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained in or linked to any associated site or form. Neither the University at Albany nor ISSS is responsible for any errors or omissions contained in this form, or for the results obtained from the use of this information. Nothing provided herein should be used as a substitute for the advice of competent legal counsel; students may wish to consult an immigration attorney on the specifics of their case as needed.

Curricular Practical Training (CPT) is practical training 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 academic experience off-campus 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,” as determined and supported by the student’s academic department.
- CPT must be taken for credit, unless it is a non-credit experience required for all students in the degree program to graduate.
- 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 semesters or additional days which fall outside the University academic calendar.
- CPT is generally done on a part-time basis (up to 20 hours per week while classes are 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 registration 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 and any other required officials.
- The internship must be directly related to the student’s major.
- 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 2 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 authorization is limited to the scope approved by the ISSS Office, including the time period, part-time/full-time status, and employer listed on page 2 of the I-20.

**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. Students are required to demonstrate course registration for summer CPT. Students must register for acceptable academic credit during the summer session in which they are requesting the CPT to take place. This credit will cover the CPT period through the remainder of the summer term. Exceptions to the summer registration rule include:
  - Students in an academic program that requires a non-credit internship, field-work placement or practicum for graduation
  - Students registered with an eligible dissertation or thesis credits (e.g. 899) for the prior spring and/or following fall semester may devote those credits to the summer term, if academically required by the student’s program to fulfill degree requirements and approved by ISSS.

• 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.
ISSS takes 5-7 business days to process a CPT request. Students may not begin the practical training until they have received the new I-20 with authorization from ISSS and they have reached the approved start date. Only complete applications received by ISSS will be processed. A complete application must include:

- CPT Application Form with Advisor’s Authorization Form, including signatures from all required University officials.
- Letter from the Practical Training employer, written on letterhead and containing the following specific information:
  - Specific beginning and ending date of your employment/internship
  - Number of hours per week
  - Specific duties and responsibilities
  - Employer’s signature
  - 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
- The student’s certification that he or she has watched the CPT Powerpoint on the ISSS website OR attended a CPT Workshop hosted by ISSS
- Registration in the internship or other approved course listed on the Academic Advisor recommendation form. Registration must be maintained throughout the entire CPT period.
  - 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, please also submit a SSN letter request form with your CPT application.
Students: Please complete all of the information below before seeking academic departmental approval.

Student Name: ________________________________

Family name: __________________

Given/First name: __________________

UAlbany Student ID #: __________________

Major: __________________ Degree Level (Bachelor’s, Master’s, or PhD): ________________

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

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

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

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 and how these directly relate to your major:

_________________________________________________________________________

_________________________________________________________________________

Requested Dates of Practical Training: From: ___/___/___ To: ___/___/___

Hours Per Week: ___________ (Full-time CPT is needed for work more than 20 hours per week. See prior instructions)

Are you a graduate student who currently holds an on-campus employment position? [ ] Yes [ ] No

If yes, what is your position on campus? ________________________________ Hours per week? __________________

If no, please continue to the “Student Attestation” section at the bottom of this page.

Please take this form to Tara Curley in Graduate Education (UAB 110) for completion of the below box. Please allow approximately 2 business days for processing by Graduate Education. This form cannot be turned in to ISSS UNTIL you have approval from Graduate Education.

To be completed by Graduate Education Only if the student is a graduate student with on campus employment:

☐ Option 1: This student is exempted from the extra service requirement and Graduate Education has no objection to this academic practical training employment.

☐ Option 2: This student has been granted permission by Graduate Education to accept this practical training opportunity and is allowed to work up to __________ hours per week, if also approved by ISSS and the academic department to do so.

Graduate Education Official’s Name: ________________________________ Date: ________________

Graduate Education Official’s Signature: ________________________________

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 ________________
To Be Completed by the Student’s Academic Advisor & Chair:

Student’s Name: ___________________________________________________________
Semester of Internship/Training Experience: ___________________________________

This internship or training experience is directly related to the student’s major and 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 the Course # and Title: ____________________________, and number of credits: ________.

☐ A required, non-credit practicum or field work placement. This experience is required for ALL students in this academic program/course of study in order to fulfill graduation requirements, but does not require course registration, as noted in the Graduate or Undergraduate Bulletin. It may not be an optional requirement.

☐ Research directly related to thesis or dissertation. Must be registered for appropriate thesis or dissertation credit. Please indicate the Course # and Title: ____________________________, number of credits: ________, and briefly describe how the position directly relates to the thesis/dissertation research:

__________________________________________________________________________________
__________________________________________________________________________________

I hereby certify that this curricular practical training is directly related to the student’s major and 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: ____________________________

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