

CURRICULAR PRACTICAL TRAINING (CPT)

Off-Campus Employment Authorization for F-1 Students

www.International.MissouriState.edu/Services/

DEFINITION:

Curricular Practical Training (CPT) is an authorization for off-campus employment allowing an F-1 student to participate in an internship, practicum or research project in the field of study.

Depending on a student's eligibility and academic needs, employment can be either part-time or full-time. Employment authorization is granted by International Services, in consultation with the student's academic department.

Written authorization for employment based on Curricular Practical Training must be received prior to beginning employment. Working without employment authorization is a violation of visa status and results in a student losing legal status in the United States. One week processing time is required.

WHO IS ELIGIBLE?

Students enrolled in an internship, practicum or research course for academic credit. The employment must be related to or required for the course, and must be taken for academic credit.

ADDITIONAL CONSIDERATIONS:

- Employment authorization for CPT must not delay the student's expected completion of studies date.
- Full-time CPT is only allowed if the internship is required for the program of study. (*exception: students may be able to use full-time CPT with Reduced Course Load request for the last semester.)
- Students who have approved full-time CPT are no longer eligible for a graduate assistantship.

STAYING IN STATUS:

- Student must be maintaining full-time student status on the F-1 visa.
- F-1 visa status must have been maintained for at least one academic year (except for a required graduate program practicum) prior to requesting authorization.
- Employment must be directly related to the field of study. Independent Study and Directed Research courses which exceed degree requirements may not be approved for CPT.
- Students must continue to maintain F-1 status while on Curricular Practical Training.
- Employment must not occur after completion of studies or delay completion of studies.

APPLICATION CHECKLIST:

Recommendation form completed and signed by the course instructor (attached).

Letter from the employer indicating name of employer, address where you will be working, job duties, and beginning and ending dates of employment.

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Academic Advisor Recommendation Off-Campus Employment Authorization for F-1 Students

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I. TO BE COMPLETED BY STUDENT

First Name	Last Name	Student ID
Email address	Phone Number	
Academic Department	Degree Level	
	Bachelor	Master Doctorate
Prospective Employer Name		
Prospective Employer Address		
Proposed Dates of Employment	Hours per Week	

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II. TO BE COMPLETED BY THE ACADEMIC ADVISOR

Please note: In order for a student to be eligible for Curricular Practical Training, the employment must be mandatory for a course that is offered in a student's major field of study, be listed in the bulletin of course offerings, and have a faculty member assigned to teach the course.

In what course will the student enroll to earn academic credit for the work experience? (please answer all questions)

Course Name	Course Number	Credit Hours	Instructor
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Is the course above required for the student's course of study? (or optional) Required Optional

Is the course above an integral part of the student's course of study? Yes No

Semester student will be enrolled in this course (Enrollment must be concurrent with employment)

Fall 20 Spring 20 Summer 20

How will this employment fulfill the course requirement?

I recommend that this student be granted authorization for CPT.

Advisor's Name	Signature	Date
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Department	Phone	Email
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