



## Curricular Practical Training (CPT)

In accordance to [8 CFR 214.2\(f\)\(10\)\(i\)](#), an F-1 student may be authorized by the International Student Advisor/Designated School Official (ISA/DSO) to participate in a curricular practical training program that is an integral part of an established curriculum.

Curricular Practical Training (CPT) is available to F-1 students lawfully enrolled on a full-time basis for one full academic year. CPT is only available while the F-1 student is completing the educational objective. The training must be an integral part of an established curriculum (degree plan) for which academic credit is obtained. The classes are generally known as cooperative education/field experience or internship classes. The training opportunities relate to a limited number of educational programs at HCC. CPT will be authorized for part-time employment (20 hours a week only). Students may participate in CPT only for a specific employer, location and period that is approved and recorded by the ISA/DSO. Therefore, the student must obtain an "offer of employment" from their prospective employer that qualifies as curricular practical training. There is no specific limit on how often CPT can be authorized; it will be governed by the nature of the training and the student's program requirements.

Students are required to maintain a full course load in F-1 status during their period of study. Regulation states that practical training is not available for students in English Language training programs.

In order to apply for CPT, the student must submit the following documents to the Office of International Student Services:

1. CPT Request Form (see attached)
2. A confirmation letter from the program department or the teacher indicating that the student qualifies for this employment/training and will receive academic credit for the employment/ training pursued
3. An original employment offer letter (typed on company letterhead) that includes the name and address of the employer, the telephone number and signature of the hiring personnel

CPT can be paid or unpaid. If volunteer services are rendered and the student receives academic credits for these services, CPT requirements apply equally and the student must be in possession of an endorsed SEVIS I-20 Form.

Once the documentation is received, an ISA/DSO will verify that the student is eligible for CPT. Once confirmed, an updated SEVIS I-20 Form is issued reflecting the CPT authorization on page 3.

**The student CAN NOT begin any CPT until the new SEVIS I-20 Form has been issued bearing the ISA/DSO's authorization and a start date has been determined.**



## Curricular Practical Training (CPT) Authorization Form

In accordance to [8 CFR 214.2\(f\)\(10\)\(i\)](#), an F-1 student may be authorized by the International Student Advisor/Designated School Official (DSO) to participate in a curricular practical training program (CPT) that is an integral part of an established curriculum.

I hereby request the CPT authorization for the following course:

Student Name: \_\_\_\_\_

SEVIS I-20 Form ID Number: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Term: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

Employment/Training dates: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

*Attach the following documentation:*

- 1. A confirmation letter from the program department (or from the professor) indicating that the student qualifies for this employment/training and will receive academic credit for the employment/training pursued.*
- 2. An original employment offer letter (typed on company letterhead) that includes the name and address of the employer, the telephone number and signature of the hiring personnel.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date