

Curricular Practical Training for F-1 Students

Application Instructions

Curricular practical training (CPT) is employment, which is an “**integral**” part of a student’s established curriculum. The primary purpose of CPT is to achieve a specific academic objective in accordance with the objective of the degree program. **It may not be used for the purpose of gaining work experience or additional income.** CPT cannot be elected after course requirements thesis/project or dissertation is completed.

Criteria: International Services (IS) can authorize CPT only if the proposed employment has been established through the Academic department as an “**integral**” element of the degree program of the student. The course may be mandatory for all students in the degree program or may be optional, but **must be** in the major area of study and **must count towards** completion of the degree requirements.

Eligibility: To be eligible for the CPT option, you must have been enrolled as a full-time F-1 student for one academic year. CPT is available only while the student is in valid F-1 status, and only prior to the completion of **all** academic requirements for their degree. Students must be in good academic standing. You must have no **I/NR grades** pending from prior semesters. Master’s students who have completed all required courses and are working solely on completion of a thesis, project, or recital, can request CPT only to complete the remaining requirement for the degree. Doctoral students who have completed all coursework can request CPT only if it’s necessary to complete the dissertation requirement.

Training

Limitations: CPT can be part-time (academic year) or full-time (summer sessions) **but may not run past the first day of the subsequent term of study.** Part-time is defined by law as being 20 hours or less per week and full-time is 21 hours or greater per week. **If you have an on-campus employment during the fall or spring semester you can only work 20 hours per week all employment combined.** Full-time CPT may be possible during the academic year for those who are working on thesis/dissertation research only. **An accumulation of 12 months of full-time CPT will make you ineligible for OPT for that degree level.**

Employment

Authorization: CPT is authorized by the Designated School Official (DSO) in the International Services Office. There is no Employment Authorization Document (EAD) card for CPT. **Employment may not begin until the DSO authorization is endorsed on the SEVIS I-20 Form and returned to the student, and the first day of the authorized CPT is reached**

Employment

Job Offer: Students must have an offer of training that qualifies for CPT, that is, one that can be shown to be “an integral element of the degree program”. The internship supervisor will provide the student with an offer letter, on company stationery, outlining the following:

- Description of the specific duties (how they are related to program or research).
- Dates of employment (begin and end dates which conform to the University academic calendar).
- Total number of hours per week you will work.
- Physical address of the employment (do not use P.O. Box #).
- Name of your supervisor.

Application Procedures

- 1) Attend the F-1 Employment workshop.
- 2) Consult with an International Student Adviser first regarding your proposed objectives and application procedure **BEFORE ACCEPTING OR BEGINNING** any off campus employment. It is important that the adviser determines whether the proposed objectives meet the requirements for CPT and whether you are eligible to apply for CPT.
- 3) Complete with academic advisor the CPT Application Form:
 - a) Have your academic advisor write a supporting letter, signed by the advisor and department director.
 - b) Register for the approved internship course (1-3 credits).
 - c) Submit the letter of offer pertaining to the training from the internship supervisor.
- 4) The DSO will adjudicate the application for CPT based on the student's records, maintenance of F-1 status, program of study and whether or not the proposed employment/training meets the criteria for CPT eligibility. Upon successful review, the DSO will issue a new I-20 for CPT.
- 5) The student will be contacted, via SBU e-mail, to sign and receive the new I-20 reflecting CPT.
- 6) You will need your new I-20 Form for CPT in order to start employment.

Students do not need to pay Social Security taxes on income from CPT unless they are considered to be a "resident" for income tax purposes. Students are subject to federal and state taxes.

Please direct questions or comments pertaining to the F-1 student regulations to the International Services Office at Stony Brook University (631) 632-4685. Additional information may be found on the web site of the U.S. government at www.uscis.gov or the International Services web site at <http://www.stonybrook.edu/international>

Note: the materials outlined above must be submitted to the IS by the student at least 2 weeks prior to the CPT start date. Please allow 10 business days for the IS to process your application.

Received by
IS: _____

CURRICULAR PRACTICAL TRAINING (CPT) FOR F-1 STUDENTS

STUDENT CONTACT INFORMATION			
Last Name		First Name	
Academic Major		Date of Birth (Mo/day/yr)	
Grad/Undergrad Level	G1 G2 G3 G4 G5 U0 U1 U2 U3 U4	SOLAR ID#	
SBU E-mail	Telephone #		
Have you attended the Employment Workshop?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when did you attend? ___/___/___			
Do you currently have on-campus employment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, hours per week? _____			

Signature of Student _____ Date _____

DEPARTMENT INFORMATION			
This form should be filled out in close consultation with a Graduate or Undergraduate Director. The signature also indicates that the academic adviser will be assessing the employment in order to assign a grade for that course.			
The employment is:	<input type="checkbox"/> Full-time (greater than 20 hrs/wk)	<input type="checkbox"/> Part-time (20 hours or less per week)	
The employment is:	<input type="checkbox"/> Mandatory (required for the degree as defined in the University's Bulletin)	<input type="checkbox"/> Optional but counts towards the degree. (explain HOW in letter of recommendation)	
Course Number		Course Name	
Number of credits		Semester Enrolled	
Supervising faculty member			
Title		Department	
EMPLOYER INFORMATION / LOCATION			
Name of Company			
Address Line 1 (No P.O Box #)			
City, State, Zip			
Hours per week			
Dates of Training	Start:		End: _____
Name of Supervisor			

Title 18 of the United States Code, Chapter 47, Section 1546 states:

"Whoever knowingly makes under oath, or as permitted under penalty of perjury under section 1746 of title 28, United States Code, knowingly subscribes as true, any false statement with respect to a material fact in any application, affidavit, or other document required by the immigration laws or regulations prescribed there under, or knowingly presents any such application, affidavit, or other document which contains any such false statement or which fails to contain any reasonable basis in law or fact - shall be fined under this title or imprisoned not more than 10 years (in the case of the first or second such offense, or 15 years (in the case of any other offense), or both. "

I recommend the Curricular Practical Training listed above. I certify that the training is necessary for completion of program and is arranged through an agreement with the sponsoring employer. Further, I certify that the student above has not completed all requirements for his/her program of study.

Name of Faculty Adviser: _____ Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

FACULTY MEMBER: Please attach a letter on departmental letterhead describing how the recommended Curricular Practical Training is "an integral part of an established curriculum" and necessary for completion of program.

GUIDELINES FOR ACADEMIC ADVISORS PREPARING THE SUPPORT LETTER

Dear Academic Adviser/Graduate or Undergraduate Director:

Curricular Practical Training (CPT) is an immigration benefit which is an “integral” part of the students established curriculum. The goal of CPT must be to advance the student in his or her academic program in a specific and definable way. **Employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT.**

In order to request CPT, the student and the Academic Adviser/Graduate/Undergraduate Director may use the following format as a guide in preparing the support letter.

1. Discuss the student's program of study. Include information on the special focus of study, the area(s) of research, specific problems or questions which are being investigated, and any other information which helps define the student's purpose of CPT.
2. Give the name of the organization (school, company, etc.) which will be employing the student, and discuss the specific duties and/or areas of responsibility the student will be involved during the period of employment. (i.e.: the content of courses taught or the duties of the job.)
3. Describe in detail the specific academic results the student will obtain from the employment activities. **State clearly how the employment will advance the student toward specific requirements for completion of the degree.** This may include completion of course requirements, required internships, or dissertation data collection. It is important to describe specific results, which the student is expected to contribute to the academic program of study. In addition, there must be a statement indicating how the Academic Adviser will monitor, supervise, or grade the CPT experience.

Please feel free to contact an International Student Adviser if you have further questions.