



CURRICULAR PRACTICAL TRAINING (CPT) – Graduate Computer Science Students

Description

CPT is defined by federal regulations as “an integral part of an established curriculum” related to your program of study. This can be in the form of an internship, practicum, or in the case of graduate and doctoral students, thesis and dissertation courses taken for course credit.

Part-Time CPT (Employment for 20 hours or less per week while you are also enrolled for classes) There is no limitation on the length of time you may participate in part-time curricular practical training, but you must be enrolled in a full course of study during your CPT in order to maintain lawful F-1 status.

Full-Time CPT (Employment for more than 20 hours per week)

While in full-time training, you need not enroll for a full-time course load in order to maintain lawful F-1 status. There is no limitation upon the length of time you may participate in full-time curricular practical training, but if you participate for twelve months or more you will not be eligible for optional practical training (OPT).

Eligibility

Unless you are a graduate student who must participate in a required internship to satisfy degree requirements, you are not eligible to engage in curricular practical training until you have been in the U.S. in lawful F-1 student status for one academic year. Graduate students whose degree programs require immediate participation in curricular practical training may apply for it at any time. You cannot participate in CPT after completion of studies. Once your program of study is completed all CPT must cease.

You must be careful not to continue employment beyond the date authorized on your I-20, unless you apply for and are granted an extension of your permission to work. CPT Work permission is only granted for one semester at a time and for either part time or full time. You must repeat this process each semester you plan to work or if you plan to change from part time to full time or full time to part time.

Authorization Process

You MUST complete the following steps BEFORE the date you wish to start employment. **You cannot lawfully start employment until you receive your new CPT I-20:**

Set up an appointment with your academic advisor or internship coordinator to discuss your internship options. Once an internship/practicum site has been approved by your academic advisor or internship coordinator, ask him/her to complete the CPT Certification Form.

Obtain a job offer letter from the employer (internship/practicum site) that includes the following information:

- Job Title and description
- Number of hours to be worked each week.
- Beginning and ending dates of employment

Set-up an appointment with the international student advisor to evaluate your documents and determine if the internship/practicum meets eligibility requirements. Please bring the following documents to the initial meeting:

- Current form I-20
- Valid passport and I-94 card
- Completed CPT Certification Form
- Employment letter
- Underload Request Form

*A follow-up appointment will be necessary if you fail to bring all the required documentation. Please allow your-self enough time, **at least one week**, to complete the process before your employment start date. So please plan ahead!*

Curricular Practical Training Certification Form – Graduate Computer Science Students

International Office- Hill House Phone: 245-7966, Fax: 245-8264 Email: international@txstate.edu

Student: Please complete the following information:

Family Name:	Given Name:	ID:
Phone Number:	E-mail:	
Comprehensive Exam date(s): *Your completion date will be 30 days after your comprehensive exam(s) date.		
List ALL previous semesters and dates (from/to) of CPT:		
Employer Information		
Employer Name:	Address:	
Job Title:		
Phone number:		

Note: You may only work the number of hours per week for which you will be authorized.

Academic Advisor/Department Chair or Dean: Please complete the following information (this section CANNOT be completed by the student)

The above student is seeking authorization for Curricular Practical Training (CPT). CPT is defined as practical training that is “an integral part of an established curriculum”. F-1 visa holder (international) students must complete one full academic year to qualify for CPT with the exception of graduate programs that might require their students to engage in training prior to the completion of one full academic year.

1. Is the proposed employment **required** and an integral part of the established curriculum? Yes No

2. Please list the course and course number for which the student will receive credit:

Course Title: _____ Course Number _____

3. Training (internship/practicum) dates: ____ / ____ / ____ to ____ / ____ / ____

*** Dates may not exceed the date the student is expected to complete the requirements for the course indicated above.**

**** Students participating in an internship during the summer should register for the internship class ONLY one summer session (Summer I), but can continue participating in the internship for the entire summer.**

4. Is the approved internship or practicum full-time or part-time? Full-time Part-time
(more than 20 hours per week) (20 or less hours per week)

FOR GRADUATE AND DOCTORAL STUDENTS ONLY:

Check here if this student’s thesis or dissertation requires technology or access to data available only at the internship site.

Signature: _____ Date: _____ Phone Number: _____

Printed Name: _____ Title: _____