Curricular Practical Training (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** (20 hours or less per week)  **Full-Time CPT** (more than 20 hours per week)

There is no limitation on the length of time you may participate in part-time CPT or full-time CPT. While on CPT you must enroll for a full-time course load during your CPT in order to maintain lawful F-1 status unless approved through a Reduced Course Load. Participating in twelve months or more of full-time CPT will make you ineligible for Optional Practical Training (OPT).

**Eligibility**
- You must be "lawfully enrolled on a full-time basis for one full academic year" (Spring and Fall) to be eligible for CPT.
- **Exception:** Graduate students whose degree programs require immediate participation in CPT may apply at any time.
- You must maintain continuous enrollment in a course that requires CPT during the entire semester approved for CPT.

**Regulations**
- Once the **requirements for your program of study** have been completed all CPT must cease. You cannot participate in CPT after completion of your studies.
  - 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 from full-time to part-time.

**Authorization Process**
You MUST complete the following steps BEFORE the date you wish to start employment.
1. Set up an appointment with your academic advisor or internship coordinator to discuss your internship options. Once the training program and employer have been approved by your academic advisor or internship coordinator, ask him/her to complete the CPT Form.
2. Obtain a job offer or hiring letter from the employer that includes the following information:
   - Job Title and description
   - Number of hours to be worked each week.
   - Beginning and ending dates of employment
3. Submit required documents online using the CPT Application submission portal and a DSO at the International Office will evaluate your documents and determine if the employment meets eligibility requirements. Once eligibility is established, you will receive a new I-20 with authorization for the CPT on page 2.

   Submit documents here: ([http://www.international.txstate.edu/current/cpt/CPT-Application.html](http://www.international.txstate.edu/current/cpt/CPT-Application.html))
   - Completed CPT Approval Form
   - Employment letter
   - Class schedule showing class registration for an internship/practicum course
   - Reduced Course Load Request Form (if this is your final semester)

**A delay in processing will occur if you fail to submit all required documentation. Please allow yourself enough time, at least one week, to complete the process before your employment start date.**

**YOU CANNOT LAWFULLY START EMPLOYMENT UNTIL YOU RECEIVE A NEW I-20 AUTHORIZING THE CPT.**

By signing below, I confirm that 1) I have read and understand the information and requirements above, 2) I accept the consequences for not adhering to these requirements.

Signature: _________________________________ Date: _________________________________
## Curricular Practical Training

**International Office, 601 University Dr., San Marcos, TX 78666**
Fax: (512) 245-8264 – Email: International@txstate.edu

**To Be Completed by the Student:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Print) Family/Last</td>
<td>Given/First</td>
</tr>
<tr>
<td>Student ID#:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**Comprehensive Exam/Estimated Thesis Completion date (if applicable):**

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<table>
<thead>
<tr>
<th>Company/Organization Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Website:</td>
</tr>
</tbody>
</table>

**Note:** P.O. address is not acceptable.

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**To Be Completed by Academic Advisor/Program Advisor/Department Chair or Dean:**

*(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”. International students on an F-1 visa must complete one full academic year before becoming eligible to apply for CPT, with the exception of graduate students whose programs require students to engage in training prior to the completion of one full academic year.

1. Is the proposed employment an integral part of the established curriculum?  
   - Yes  
   - No

2. Is this student a graduate or doctoral student who will be performing research related to their thesis or dissertation and not be required to enroll in a course?  
   - Yes  
   - No

3. Please list the course number and title for which the student will receive credit.  
   - Course Number:  
   - Course Title:  

4. Is the approved internship or practicum full-time (more than 20 hours a week) or part-time (less than 20 hours a week)?  
   - Full-time (+20 hrs/wk)  
   - Part-time (-20 hrs/wk)

5. Date by which it is estimated that all degree requirements will be completed:  
   - Note: not the graduation date but the date by which the student will have completed all degree requirements such as coursework, thesis, comprehensive exams, etc.  
   - __/__/____

6. Training (internship/practicum) dates: *If the beginning and ending dates correspond to only ONE semester or summer session, e.g., 8/26/2017 to 12/16/2017, please skip question #7.*  
   - ____/____/____ to ____/____/____

7. (Only if the training dates cover more than one semester)  
   - Will the student have to re-register every semester for the above course?  
   - For which semester(s) will the student receive credit(s) for this training?  
   - Yes  
   - No  
   - N/A  
   - SPRING 20___  
   - SUMMER I 20___  
   - SUMMER II 20___  
   - FALL 20___

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**Advisor Signature:**  
**Phone Number:**  
**Date:**  

**Printed Name:**  
**Title:**  
**Email:**

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This form must be completed in its entirety before being submitted to the International Office. Knowingly engaging in work without authorization will result in the termination of the student’s SEVIS Record and the student must return home.

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**Note:** Submit CPT form and required documents online: [http://www.international.txstate.edu/current cpt/CPT-Application.html](http://www.international.txstate.edu/current/cpt/CPT-Application.html)