

# Curricular Practical Training

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[www.international.txstate.edu](http://www.international.txstate.edu)

**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.**

While on CPT you must enroll for a full-time course load during your CPT to maintain lawful F-1 status unless approved through a Reduced Course Load. **Participating in 12 months or more of full-time CPT will make you ineligible for Optional Practical Training (OPT).** **Part-Time CPT** is working 20 hours or less per week and **Full-Time CPT** is more than 20 hours per week.

## Eligibility

- Must have been "lawfully enrolled on a full-time basis for one full academic year" (Spring and Fall) to be eligible.  
**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. CPT authorization cannot exceed the last day of the semester in the student's graduating semester. When a student graduates their SEVIS record is shortened to the last day of the semester. Work authorization after this date is only permitted with OPT.
- You cannot work beyond the CPT end date and doing so would be in violation of your F-1 status.
- CPT work permission is only granted for one semester at a time and for either part-time or full-time; unless already approved for multiple semesters.
- You must repeat this process each semester you plan to work unless already approved for multiple semesters of CPT.
- You must repeat this process if you change from part-time to full-time or from full-time to part-time.
- You must maintain continuous enrollment in a course that requires CPT during the entire semester for which CPT is authorized. Failure to maintain enrollment in the CPT designated course will result in the termination of the student's CPT work authorization and the student will no longer be permitted to legally work.

## Authorization Process

You **MUST** complete the following steps **BEFORE** the date you wish to start employment.

1. Set up an appointment with your academic/faculty advisor to discuss internship options. Once the training program and employer have been approved by your academic department, ask your advisor 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 of job duties
  - 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 ISSS 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: (<https://www.international.txstate.edu/Work-Authorization/cpt.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, not required for summer)

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 CPT.**

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

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ISSS Use Only**  
 Received by: \_\_\_\_\_ on \_\_\_\_\_  
 Approved by: \_\_\_\_\_ on \_\_\_\_\_  
 Address Change: Yes / No  
 SEVIS Reportable: Yes / No  
 Contacted: \_\_\_\_\_

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**TEXAS STATE**  
  
 INTERNATIONAL STUDENT  
 AND SCHOLAR SERVICES

**To Be Completed by the Student**

**Full Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Academic Level:** (circle one) undergraduate / graduate / TSIE **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_  
 Street Apt number # City State Zip

<b>Company/Organization:</b>	<b>Employer's Address:</b> (PO address is not acceptable)
<b>Job Title:</b>	
<b>Work Phone:</b>	<b>Website:</b>

**Is this a remote work position?**  Yes  No

**If yes, provide the remote work address:** \_\_\_\_\_

**Description of job duties:** \_\_\_\_\_  
 \_\_\_\_\_

**To Be Completed by Academic or Faculty Advisor: (The student CANNOT complete this section)**

This student is seeking Curricular Practical Training (CPT) authorization. CPT is defined as practical training that is “an integral part of an established curriculum”. F-1 International students must complete one full academic year before becoming eligible to apply for CPT, except for graduate students whose programs require engagement in practical training in the first year.

<b>1.</b> Is the proposed employment an integral part of the established curriculum?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2.</b> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3.</b> List the course number and title for which the student will receive credit.	Course Number: _____ Course Title: _____
<b>4.</b> Is the approved internship or practicum full-time (more than 20 hours a week) or part-time (less than 20 hours a week)?	<input type="checkbox"/> Full-time (more than 20 hours per week) <input type="checkbox"/> Part-time (20 hours or less per week)
<b>5.</b> Anticipated graduation date by all degree requirements will be completed: Note: all degree requirements includes coursework, thesis, comprehensive exams, etc.	<input type="checkbox"/> FALL 20____ <input type="checkbox"/> SPRING 20____ <input type="checkbox"/> SUMMER 20____
<b>6.</b> Practical training dates: *If the beginning and ending dates correspond to only ONE semester or summer session, e.g., 8/27/2019 to 12/15/2019, skip question #7.	_____/_____/_____ to _____/_____/_____
<b>7. If the training dates cover more than one semester:</b> a. Will the student have to re-register every semester for the above course? b. For which semester(s) will the student receive credit(s) for this training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FALL 20____ <input type="checkbox"/> SPRING 20____ <input type="checkbox"/> SUMMER I 20____ <input type="checkbox"/> SUMMER II 20____
<b>8.</b> Describe how engaging in off-campus practical training satisfies course requirements for the course mentioned in item #3. _____ _____ _____ _____	

**Advisor's Signature:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**This form must be completed in its entirety before being submitted to ISSS. Knowingly engaging in work without authorization will result in the immediate termination of the student's immigration record and the student must depart the US.**

Submit CPT form and required documents online: <https://www.international.txstate.edu/Work-Authorization/cpt.html>