

Curricular Practical Training (CPT) Faculty & Advisor Verification Form

Curricular Practical Training (CPT) employment authorization is available to F-1 students who have completed 2 semesters of full-time enrollment while in F-1 status at Saint Paul College. Federal regulations define CPT as a type of alternative work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. To be considered as CPT, the work must not only be related to the student's major field of study, but also be an "integral part of an established curriculum". CPT is **not** meant to be a convenient employment authorization opportunity for international students and must have some valid purpose in the student's program.

There are two types of Curricular Practical Training (CPT):

1. **Required part of the program:** an internship, externship, practicum, or other type of employment in the field of study is **required** for program completion. This requirement may or may not be for-credit, but must be required of all students in the program.
2. **Non-required/optional part of the program:** the practical experience is done for-credit and directly related to the student's primary program of study. Enrollment in a credit-bearing internship course is **required**.

To be eligible to apply for CPT, you must:

- Student must have completed 2 semesters of full-time enrollment while in F-1 status*
- Student must be registered for an approved internship course (if employment is not required by all students in the degree program) during the semester authorization is requested
- Student must be pursuing a CPT-eligible program at Saint Paul College
- The internship experience must be directly related to student's major/field of study at Saint Paul College

Each CPT application is subject to college approval. Past CPT authorizations do not guarantee future approval.

*Important note regarding 2 semesters of full-time enrollment eligibility requirement: Saint Paul College may count time completed before a transfer to count toward this requirement. However, it's important to note that the US government may interpret this differently in the future. Students utilizing CPT may receive future requests for evidence from USCIS or US government officials (for example, from an H1-B application) and may experience denial of future benefits or other immigration problems due to starting CPT in the first year of study at Saint Paul College, even if the 2 semesters of full-time enrollment eligibility requirement was met from enrollment at previous institutions. CPT should always have a valid academic purpose in a student's program and should not be used as a means of remaining employed in the US.

CPT Application Guidelines:

- Full-time CPT is *only* an option during Summer semesters and for students approved for a reduced course load (RCL) in their final term
- Students authorized for a reduced course load (RCL) due to medical reasons are ineligible for non-required/optional CPT
- The requested dates of the CPT must align with the semester the student intends to earn credit for the internship/practical training or the semester the student's academic program requires the training

Authorization must be documented on the Form I-20 by International Student Services before employment may begin.

Students should complete Part 1 of this form and faculty should complete Part 2.

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This form, along with the CPT Site Approval form, should be completed and submitted to International Student Services by the student no later than 10 business days before the requested start date of the practical training.

Part 1. To Be Completed by the Student: Please Type or Print Clearly

Student Name: _____ Tech ID: _____

Phone: _____ Email: _____

Degree Program: _____ Anticipated Graduation date: _____

I-20 Expiration date: _____ Passport Expiration date: _____

Visa Expiration date: _____

CPT Site/Employer: _____ Position Title: _____

CPT Site/Employer Address: _____

Requested Dates of Practical Training/Internship: ____/____/____ to ____/____/____

Hours per week (check one): Part-Time (1-20 hours/week) Full Time (21-40 hours/week)

I certify that the above information is correct. I understand that it is my responsibility to register and stay registered for the required internship or elective course to satisfy the federal curricular practical training regulation. I understand that if I am requesting part-time curricular practical training authorization, my total work hours cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study.

Student Signature

Date

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Part 2. To Be Completed by the Faculty or Department Chair:

Federal regulations require verification of an internship before an international student can engage in work activities. By signing below, you are verifying that the internship practical training is related to the student's current degree program and verify the student's enrollment in the appropriate internship course listed below:

Please check the appropriate item for the student's proposal:

Required part of the program: The student is required to be engaged in the proposed practical training to complete their declared program. This requirement is published in the Saint Paul College program requirements for this program.

Course Title & Number: _____ Number of Credits: _____

Non-required/optional part of the program: the practical experience is done for-credit and directly related to the student's primary program of study. Enrollment in a credit-bearing internship course is **required**.

In selecting this option, I verify that I have reviewed the internship (job description, training plan, etc) and determine the internship to be integral to the student's degree program.

Course Title & Number: _____ Number of Credits: _____

By signing below, I indicate that the above information is true based on my best knowledge and information.

Faculty Signature

Date

Faculty Name (please print)

Phone

Academic Department

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Part 3. To Be Completed by the DSO/International Student Coordinator

I hereby confirm that the student is enrolled in the checked course above and the student's internship/practical training/employment is related to their degree program/major.

The CPT is authorized in SEVIS on ____/____/____.

The dates of the authorization are ____/____/____ to ____/____/____ and for the internship site/employer listed on this form.

DSO/International Student Coordinator Signature

Date

DSO/International Student Coordinator Name (please print)

Updated: December 2023