

Office for International Students and Scholars

CURRICULAR PRACTICAL TRAINING (CPT)

International students holding F-1 visa status may be eligible for employment authorization through Curricular Practical Training (CPT) for work experience that is a required or an integral part of an established curriculum. These experiences may include alternative work/study, internship, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through cooperative agreements with the school.

Students can engage in CPT on a part-time basis (no more than 20 hrs/week) during the Fall and Spring semesters. Students can apply for full-time CPT (more than 20 hrs/week) during the Winter and Summer semesters. Graduate students in sustaining status can also engage in full-time CPT. Authorization ends when they defend the dissertation or thesis.

Eligibility Requirements:

- Must currently be in valid F-1/J-1 (student) status and in good academic standing. CPT will **NOT** be approved for graduate students with GPA less than 3.0 and undergraduate students with GPA less than 2.0.
- Must have been lawfully enrolled on a full-time basis for one full academic year. Exception exists for graduate students whose programs require immediate curricular training.
- The student will continue to be enrolled for a full course of study during the CPT in fall and spring semesters. Employment **must be related** to the student's major field of study and must also be a required part of the academic program. Work which is not required by the degree program may meet the requirements for curricular practical training if the student receives academic credit for the employment experience.
- Must have an official employment offer on letterhead. Please see more details under Application Procedures below.

Regulations governing CPT:

- CPT is authorized one term/semester at a time.
- Students must be registered in a CPT course for each term; 3 credits in fall and spring semesters; 1 credit is required in winter and summer sessions.
- CPT must be authorized on the I-20 **prior** to the start date of the appointment.
- CPT must be approved by 4 pm on the last day of free drop/add in any semester or term (**no exception permitted**).
- Accepting work appointment without the proper authorization is a serious violation of student F-1 status. Failure to comply with all immigration regulations may cause a student to not be eligible for benefits normally granted to F-1 students and, in some situations, may cause the student to be subject to deportation.
- CPT may be for 20 hours per week (part time) or for more than 20 hours per week (full time).
- Students who accumulate 12 months of full-time CPT will not be eligible for Optional Practical Training (OPT) at the time of degree completion.
- Part-time CPT does not affect OPT eligibility.
- Once a student has filed an application for OPT, the student may not apply for CPT.
- A CPT application is employer specific and must be made for each experience; that is, if a student changes companies or places of work during the approved CPT period, the student must submit a new CPT application.
- Students in the English Language Institute are not eligible for CPT or OPT.

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Application Procedures:

1. Meet with your Academic Advisor/Graduate Advisor to discuss appropriate employment opportunities for your major.
2. Find an internship, co-op, practicum, or other position. UD's Career Services Center may be able to assist you in this process.
3. Complete the CPT application form and obtain the necessary approval and signature from your Academic Advisor/Graduate Advisor.
4. Obtain an offer letter, on official letterhead, from your hiring company indicating the following:
 - Description and responsibilities of the appointment
 - Exact address and location of the CPT
 - Start and end dates of the appointment
 - Number of hours per week
 - Supervisor's contact information and signature
5. Obtain proof of enrollment: For each term, students must be registered in the appropriate course that satisfies an academic core or elective requirement. 3 credits are required in fall and spring semesters; 1 credit is required in winter and summer sessions. Students on sustaining status must provide proof that the CPT is required to complete their Thesis/Dissertation.
6. **Graduate** Students must submit all of the above forms to the Office of Graduate & Professional Education for review and signature at least one week before the first day of the start of CPT.
7. Make an appointment with an OISS advisor and bring all the above documents and completed forms with you. Once you submit all required documentation, OISS will process your application and issue a new I-20 with your CPT authorization. You will receive an email to your UD email address when your I-20 is ready for pick-up.
7. Remember, you are **not permitted** to begin employment prior to authorization. This includes unpaid work. OISS will not back-date employment authorization.

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APPLICATION

TO BE COMPLETED BY STUDENT

NO LATER THAN 2 WEEKS PRIOR TO EMPLOYMENT START DATE

Section 1-To Be Completed By Student: CPT SEMESTER			
THIS CPT WILL BEGIN IN (SELECT ONE)	CREDITS	APPLICATION DEADLINE	
<input type="checkbox"/> SPRING (FEB 1-MAY 31)	3	Last day of free drop/add	
<input type="checkbox"/> SUMMER (JUNE 1-AUGUST 31)	1	Last day of free drop/add	
<input type="checkbox"/> FALL (SEPTEMBER 1-DECEMBER 31)	3	Last day of free drop/add	
<input type="checkbox"/> WINTER (JAN 1-JAN 31)	1	Last day of free drop/add	
Section 2- STUDENT INFORMATION			
Name:		Telephone:	E-Mail:
Student ID #	Degree:	Expected Graduation Term: SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/>	Year:
Major/s:		Thesis:	
SEVIS Number:	First Day of CPT:	<input type="checkbox"/> Submitted <input type="checkbox"/> Finished – Not Submitted <input type="checkbox"/> Begun – Not Finished Have not begun writing Not <input type="checkbox"/> Applicable	
Required Credits Remaining in Major/s:	Last Day of CPT:		
Section 3- EMPLOYER INFORMATION			
Name and address of Company/Organization:			
Name of On-Site Supervisor:		Telephone:	E-Mail:
Title of Student's Position:	Hours/Week: <input type="checkbox"/> 20 or less <input type="checkbox"/> more than 20	Paycheck Issued By: <input type="checkbox"/> UD <input type="checkbox"/> Employer <input type="checkbox"/> None Other: _____	
Section 4- STUDENT'S SIGNATURE			
I am enrolled in the course listed above and understand that failing to complete the course voids my work permission. If my work permission is voided, I understand that I will lose my F-1 student visa status.			
Student's Signature: _____		Date: _____	

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APPLICATION

TO BE COMPLETED BY THE ACADEMIC ADVISOR

If you are a [graduate student](#), please have this form completed by the Office of Graduate and Professional Education

NAME OF STUDENT:		
Section 1-To Be Completed By Student's Advisor: PURPOSE		
How does this CPT meet the student's academic objective? (If you need more space please write a letter or write on the back of this form)		
If research is providing data for thesis/dissertation, will there be any issues related to confidential information gained at the CPT site and used in the thesis/dissertation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Section 2a- FOR UNDERGRADUATE STUDENTS ONLY To Be Completed By Student's Academic Advisor: AUTHORIZATION: By signing this form, you are attesting that the student is enrolled in a course related to the internship.		
ACADEMIC ADVISOR Name (Printed):	Telephone:	E-Mail:
ACADEMIC ADVISOR Signature:	Title:	Address:
Section 2b- FOR GRADUATE STUDENTS ONLY To Be Completed by the Office of Graduate & Professional Education. AUTHORIZATION: By signing this form, you are attesting that the student is enrolled in a course related to the internship / or that the internship is needed to complete the Thesis/Dissertation		
Name (Printed):	Telephone:	E-Mail:
Signature:	Title:	Address:
FOR OISS USE ONLY:		
OISS Advisor Name:	Date Approved:	
OISS Advisor Signature:		