

GLOBAL PROGRAMS

DAEMEN UNIVERSITY

APPLICATION FOR F-1 CURRICULAR PRACTICAL TRAINING EMPLOYMENT AUTHORIZATION

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: “alternate 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.” [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application.

There are two types of CPT:

1. **Required part of program:** the program requires employment in the field of study to graduate.
2. **Non-required part of program:** the practical experience is for credit and directly related to your field of study. *You must be enrolled for course credit while engaging in this type of CPT.*

STUDENT ELIGIBILITY REQUIREMENTS

To apply, USCIS requirements state that you must:

- Have been lawfully enrolled on a full-time basis for at least one academic year (except graduate students)
- Be in lawful F-1 status at the time of applying for CPT
- Have a job offer.

PART-TIME CPT VERSUS FULL-TIME CPT

Part-time CPT: Employment for 20 hours or less per week is considered part-time CPT. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered full-time CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT). Additionally, full-time CPT can subtract from the total time granted for OPT.

Instructions

- 1. Make an appointment with Ann Robinson (arobinso@daemen.edu) in the Global Programs Office.**
- 2. At your scheduled appointment, you must bring the following:**

- a. The completed *Supervising Faculty Recommendation for CPT* form

For non-required CPT, GPO will be checking registration records to determine whether or not you are signed up for the appropriate course. If you are not registered for the course, your application for CPT will not be approved. *You are required to be registered for the course during the entire semester and complete it at the end of the semester.*

- b. A copy of the job offer letter you obtained from the employer. The job offer letter must contain the following information:

- Student's name
- Company name
- Statement of the job offer
- Number of hours to be worked and specify if it is full-time or part-time
- Start and end dates of employment
- Letter must be on company letterhead

If your application is approved, SEVIS will be updated and you will be issued a new Form I-20 with your CPT authorization. Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for each semester.

Supervising Faculty Recommendation for CPT

Curricular Practical Training (CPT) employment, which is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for at least two consecutive terms. To be considered for CPT, the work must not only be related to the major field of study, but also be an integral part of the curriculum. CPT is not meant to be a convenient employment opportunity for international students. **CPT must have a valid purpose in the student's program of study.**

There are two types of Curricular Practical Training:

1. **Required part of program:** the program requires employment in the field of study to graduate.
2. **Non-required part of program:** training opportunity which is credit-bearing and an integral part of the academic program.

Please note that for credit-bearing CPT, students must be enrolled in the related course during the semester they are engaged in CPT. Not all programs at Daemen University require employment in the field of study to graduate, but the non-required CPT may be an excellent way to meet the student's need for practical experience.

TO BE COMPLETED BY SUPERVISING FACULTY – NOT THE STUDENT

Student Name: _____

Major: _____

Number of Credits for the Employment: _____ Course Designation (#) for CPT: _____

Type of CPT: Part-Time (20 hours or less per week) Full-Time (20 hours or more per week)

CPT is not meant to be a convenient employment opportunity. It must have a valid purpose in the student's program of study.

Signature of Supervising Faculty/Administration

Date Signed

Typed/Printed Name of Supervising Faculty/Administration

Department