Curricular Practical Training (CPT) must be "an integral part of an established curriculum." CPT is an "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 C.F.R. § 214.2(f)(10)(i).

Eligibility:
- F-1 students must have been lawfully enrolled on a full-time basis for two required semesters (fall and spring)
- Student must be in good academic standing and currently enrolled full-time

General Requirements:
- Internship is related to the major field of study
- An internship is a required part of the degree program
- An internship is not a required part of degree program, but academic credit will be given for the internship and the credit will count toward degree requirements
- An internship is required to complete thesis research
- The internship is listed in the course catalog

Specific Requirements:
- Student must submit documentation and receive I-20 authorizing CPT before the student begins.
- Student must complete CPT prior to the expected completion date on the I-20. An I-20 cannot be extended for the sole purpose of CPT
- CPT will be part-time (no more than 20 hours per week, including any on campus employment) during the spring and fall semesters. Students can request full-time CPT during the summer session.
- 12 months of full-time CPT will result in ineligibility for Optional Practical Training (OPT).
- CPT start date must be within semester add/drop period. CPT internships will not be authorized with a start date prior to the first day of the semester, and student must apply before commencing to work. CPT authorization dates will be within semester start and end dates. Applicants must apply for CPT with an end date that matches the end date of the semester in which CPT is authorized.
Procedures for Applying:

1. Make an appointment with the International Office (580.581.6776 or 580.591.8019)
   Bring all of the following items with you to your appointment:
   - **Passport (must be valid for 6 months)**
   - **I-94**
   - **Current I-20 and all previous I-20’s**
   - **Current Cameron University Transcript** (You must have maintained full-time F-1 status the previous 9 months to be eligible. The only exception is for graduate students seeking training required by their degree program – these students might seek CPT opportunities during their first semester.)
   - **Class schedule** with the “internship” class
   - **A letter of offer** from the employer on letterhead with employer’s name, location, phone number and contact person, beginning and ending dates of employment, number of hours per week, description of job duties, and indication that the position is an internship, and whether it is a paid or unpaid position.
   - **A letter from your Academic Advisor, on letterhead, with the advisor’s signature** that includes all the information indicated in the attached sample letter.

2. If the International Office determines that the student is eligible for curricular practical training, the authorization will be added to your I-20 and the Department of Homeland Security (DHS) will be notified through SEVIS.

Employment Documents:

- **I-9**: The curricular practical training authorization of the designated school official (international student advisor) satisfies the employment eligibility requirements of the I-9 form (column C, number 7)
- Social Security and Medicare withholding: F-1 students who have been in the U.S. for 5 calendar years or less are not required to pay social security and Medicare taxes, nor are the employers required to pay taxes on their behalf
- Federal Income Tax Withholding: F-1 students are required to pay federal income tax on their employment income

*This handout represents an explanation of the procedure required to gain approval for Curricular Practical Training. Changes, exceptions, and/or additions to required documents do occur. Remember, as with all DHS laws and regulations relating to F-1 student visa holders, the student is responsible for compliance.*
(Date)

Cameron University International Office
N Shepler 215
2800 W Gore Blvd
Lawton, OK  73505

To Whom It May Concern:

This letter is written to recommend (name of student) for Curricular Practical Training (CPT) work authorization. The student’s Cameron ID is (#####).

The proposed CPT is necessary for (student) to participate in a (practicum, internship, field placement, practicum, Co-Op or service experience) that is integral to the established curriculum of the (degree program and major).

Please describe here how the proposed work experience is integral to the curriculum.

The student will be registered for (course name and course number / section) during the (semester) for this work experience, and will earn (# of credits).

The employer is (name of employer). The student will be working at (employer’s address, including street, city, state and zip code).

The dates of employment will be from (beginning date) to (ending date). The student is expected to work (# of hours) per week during this time.

The student will be evaluated by (e.g. written reports, journal, site visits, etc.).

If further information is required, I can be reached at (phone number) or (e-mail address).

Sincerely,

Professor / Academic Advisor’s Name
Title