



Curricular Practical Training (CPT)

Information Packet

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. 8C.F.R.§214.2(f)(10)(i).

Eligibility:

- Student 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

Academic Requirements:

- Internship is related to the major field of study
- One of the following must be met:
 - An internship is a **required** part of the degree program
 - Academic credit will be given for the internship
 - An internship is **required** to complete thesis research

Additional Information:

- 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
- Any amount of full-time CPT will affect the length or eligibility of Optional Practical Training

CPT Start and End Dates for each semester:

CPT Semester	Earliest Start Date	Latest End Date	Part-time or Full-time
Fall	Day Fall semester begins	Day prior to Spring semester	Part-time (20 hours per week including on-campus employment)
Spring	Day Spring semester begins	Day prior to Summer semester	Part-time (20 hours per week including on-campus employment)
Summer	Day after Spring semester ends	Day prior to Fall semester	Part-time or Full-time

Procedures for Applying:

1. Make an appointment with the DSO in the International Admissions Office (580) 581-2838.

Bring all of the following items with you to the CPT appointment:

- Current **Cameron University Transcript**
- **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 eligible, the DSO will provide a Form I-20 with the CPT authorization

*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.*

I affirm that I understand the information provided to me and I agree to the conditions set forth as described by this document.

Signature: _____

Date: _____

Academic Advisor Sample Letter for Curricular Practical Training
(Please print on department's letterhead and please sign name in full)

(Date)

Cameron University
International Admissions Office
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