

F-1 Graduate Student Curricular Practical Training (CPT) Application

Description	Curricular Practical Training (CPT) allows eligible and authorized F-1 students to participate in practical training that is an “integral part of an established curriculum.” The Coop program has been an integral part of the UH curriculum for many years. The employment must be directly related to your major field of study.
3 Types of CPT for Graduate Students	<ol style="list-style-type: none"> 1. Required practicum or internship course taken for course credit. 2. Required research for thesis/dissertation (i.e. essential to completion of thesis or dissertation). 3. CPT COOP (i.e. Cooperative Education Program).
Eligibility	Students must have been lawfully enrolled on a full-time basis at a DHS approved school for one full academic year before being eligible for CPT (i.e. fall and spring semesters). Students entering the United States under a new SEVIS ID# must wait to complete one full academic year as a full-time student before they are eligible to apply for CPT. An exception exists for graduate students whose programs require immediate participation in CPT. It is only available for F-1 students who are in status and before completion of all degree requirements. Once your degree is completed, all CPT must cease. Some departments have restrictions for participating in COOP. OISSS will verify your eligibility after you submit your CPT application.
Location	Students may only engage in CPT for the specific employer and location and recorded on p. 2 of the I-20.
Duration	You may only work for the specific time period noted on p. 2 of your I-20. Time frames are usually granted for one semester at a time. To qualify for summer COOP, you must be a continuing student and show proof of registration for fall or summer. If you have been granted fall CPT and wish to work through the Winter Break, request OISSS approval after registering for spring classes.
Hours per week	CPT can be approved for full-time (e.g. more than 20 hours a week) only during the summer and during your final semester if you are authorized for a reduced course load or for full-time equivalency for SEVIS reporting. You cannot be simultaneously registered for full-time hours and full-time CPT. Part-time CPT (e.g. less than 20 per week) may be approved during the fall and spring semesters, but you must be enrolled as a full-time student.
Offer of employment	You must obtain a job offer letter that specifies the job title, responsibilities, number of hours per week and job location on company letterhead. The letter should state the start date and ending date if the ending date is known.
Effect on other work	Although there is no limit to the amount of full-time CPT, if you do CPT for 12 months or longer you will no longer be eligible for Optional Practical Training (OPT). We normally advise students to stop their participation in full-time CPT after completing 11 months. There is no limit to the amount of part-time CPT a student can participate in (no impact on future OPT).
Approval process	FOLLOW ALL THE STEPS ON THE APPLICATION SHEET AND BEFORE OBTAINING FINAL AUTHORIZATION, YOU MUST BE REGISTERED IN CLASSES FOR THE NEXT SEMESTER, INCLUDING SUMMER, THAT YOU WILL BE ENROLLED.
Authorization	Authorization by OISSS is the final step in the process after you submit the completed application to OISSS. If you are eligible, you will be notified to pick up a new I-20 with a notation on p. 2 authorizing your employment. The beginning and ending dates and the name and address of the employer, whether you are approved for full-time or part-time employment will all be found on p.2 of the I-20. Do not begin working until the start date shown on your page 2 of the I-20!

F-1 GRADUATE STUDENT CPT APPLICATION FORM

Step 1: Student Information and statement

Family name:		Given name		Student ID:
Major:	Degree: <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	Thesis/Dissertation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected graduation:	
Request effective for (semester/year):		Will you have a graduate assistantship during this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you have a DSTF during this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email address:		

Copy the statement in the space below: I will not start CPT until I have received CPT authorization on my I-20 and I will only work during the authorized period on page 2 of the I-20.

Step 2: Student Request

Curricular Practical Training (CPT): Part-time (20 hrs/week or less) Full-time (summer only or authorized final semester)
Select one of the following:

- Required practicum or internship course. **Note:** Only requires Academic Advisor signature for Step 4 unless RCL is requested*
- Required research for thesis / dissertation (i.e. essential to completion of thesis or dissertation).
- CPT COOP (i.e. Cooperative Education Program)

I am requesting a CPT start date of _____ AND I have registered for classes for the next semester, including summer, as applicable.

Reduced Course Load (RCL) while participating in CPT in my final semester (*All signatures are required for step 4) - I am requesting a:

- Reduced course load for Non-Thesis Track: I anticipate this is my final semester and I only need ____ hours of course work to complete my degree program. If I fail to complete my degree as expected, I understand that I maybe in violation of my legal status and may need to apply for reinstatement.
- Full-time equivalency for Thesis track: I am expecting this semester to be my final semester. I have completed all course work and I am only working on my thesis or dissertation. I am allowed to take ____ hours of thesis or dissertation. If I fail to complete my thesis/dissertation I will be required to take 9 hours in subsequent main semesters.

Note: Taking a RCL or full-time equivalency for SEVIS tracking will disqualify you for any graduate assistantship position and DSTF.

Step 3: Employer Statement of Understanding (Please attach job offer letter)

Dear Employer: The above named student is applying for employment under the U.S. Citizenship and Immigration Service (formerly the INS) program called Curricular Practical Training (CPT). The application will be reviewed by an authorized Designated School Official (DSO) at UH. Authorization will be made after review of the student's records, your job offer letter, and this application. Your job offer letter should contain the job title, a basic description of job duties, hours of employment per week, job location, the start date, and ending date (if known). Some CPT will be structured under the UH Cooperative Education Program (COOP). Other CPT may involve registering for a required course. **Work authorization for this student must be renewed each semester.** The proof of authorization will be a typed authorization on p. 2 of the student's SEVIS (Student & Exchange Visitor Information System) generated I-20. This I-20 information, including the employer name, will be in the SEVIS records (see page 31 of the I-9 Employer Handbook for a sample I-20). The student will receive a grade for the CPT. The signature below does not obligate the employer in anyway. It is a statement of understanding about the nature of the student's authorization to work. It may take 5-10 working days to complete the authorization process.

"As the employer (or representative thereof), I understand that the authorization for this employment will be through the CPT program. I have attached a job offer letter. Employment is contingent on the student producing proper work authorization each semester."

Employer _____ Signature _____ Title _____ Date _____

Step 4: Academic Certifying Signatures

Academic Approval: *I have reviewed the student's job offer letter and believe that it represents a valid training opportunity that is related to the student's major. Please check "Approved" or "Not Approved".*

<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Academic Advisor:	Date:	Comments:
	Signature:		
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Chair:	Date:	
	Signature:		
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	College Dean:	Date:	
	Signature:		

Step 5: Course Registration (Choose one of two options)

Student has registered for the appropriate course for: fall _____ spring _____ summer _____ part-time OR full-time

1. For COOP CPT, please go to the COOP Office, Room 302, 3rd Floor, Engineering Bldg. 1 (#579 on campus map)
 COOP Signature _____ Date _____

2. For required CPT (e.g. required course or required research) please return to your academic department for course registration.
 Academic Department Signature _____ Course Number _____ Date _____

Step 6: OISSS Authorization

<input type="checkbox"/> New I-20 issued	OISSS Signature: _____	Date _____
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