# F-1 Undergraduate Students

## Curricular Practical Training (CPT) Application

<table>
<thead>
<tr>
<th>Description</th>
<th>CPT allows eligible and authorized F-1 students to participate in practical training that is an “integral part of an established curriculum” and directly related to the student’s major area of study. Student must apply and register during the enrollment period for each semester.</th>
</tr>
</thead>
</table>
| **3 Types of CPT for Undergraduate Students** | **Option 1**: Required for the academic curriculum for all students in the program. The student will not receive course credit. In order to be eligible, student must have the “Experience Track” sub plan in the system.  
**Option 2**: Required practicum or internship course taken for course credit.  
**Option 3**: Not required by the academic curriculum, but the student is registered in a credited course which requires CPT to complete the course. |
| 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. 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. ISSS will verify your eligibility after you submit your CPT application. |
| Location | Students may only engage in CPT for the specific employer and location that will be 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 CPT, 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 ISSS approval after registering for spring classes. |
| Hours per Week | Part-time CPT (i.e. less than 20 per week) can be approved only if enrolled in full-time hours except during final semester or summer. Full-time CPT (i.e. more than 20 hours a week) can be approved only if enrolled in at least 3 hours. Full-time CPT must span the entire semester to be eligible for a reduced course load. Students taking reduced course load while on full time CPT during the main semesters are not eligible for I-20 program extension. Different colleges have different policies on who can be engaged in CPT. Therefore, you also need the approval of your academic advisor and college to participate. |
| 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). Students are normally advised 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, AS APPLICABLE. |
Authorization

Authorization by ISSS is the final step in the process. 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 UNDERGRADUATE STUDENT CPT APPLICATION**

**Step 1: Student Information**

<table>
<thead>
<tr>
<th>Family name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td>Degree:</td>
</tr>
<tr>
<td>Request effective for (semester/year):</td>
<td>Expected graduation:</td>
</tr>
</tbody>
</table>

**Step 2: Student Request**

Curricular Practical Training: □ Part-time (20 hrs/week or less) □ Full-time (over 20 hrs/week)

Select one of the following two options:

- **Option 1.** CPT is required for the academic curriculum for all students in the program. The student will not receive course credit. The student must register through UH COOP program. The “Experience Track” sub plan must be added to the student record in order to be eligible.

- **Option 2.** CPT is for required practicum or internship course taken for course credit.

- **Option 3.** CPT is not required by the academic curriculum, but the student is registered in a credited course which requires CPT to complete the course.

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

I am also requesting a Reduced Course Load (RCL) while participating in CPT

- Reduced course load while doing my full-time CPT. I will take ______ hours during the semester of CPT.

**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. Department of Homeland Security 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). All CPT must be directly related to the student’s major. **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 signature below represents a valid training directly related to the student's major.**

Authorization by ISSS is the final step in the process. 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!**

**Step 4 (For Option 1): Academic Approval for Non-Credit CPT (For Course Credit, Skip to Step 5 – Option2 & 3)**

I certify that this student must participate in this non-course-credit CPT to fulfill his/her academic curriculum requirements. I believe that the attached job offer represents a valid training directly related to the student’s major.

- The student’s “Experience Track” sub plan has been updated in PeopleSoft; and
- The student is required to register through UH COOP program.

**Step 5 (For Option 2 & 3): Academic Approval for Course Required CPT**

If you are advised by your college that you need to register the non-course-credit CPT through UH COOP program, please take this form to Room 302, Engineering Building 1 (#579 on campus map) [http://career.egr.uh.edu/students/coop](http://career.egr.uh.edu/students/coop). Student is approved for: □ fall □ spring □ summer □ part-time □ full-time

“As a COOP official, I believe that the student’s job offer is directly related to his/her major.”

COOP Signature __________________________ Date ___________
If you are taking a practicum or internship course which requires CPT authorization to complete the course, please have this section signed by your academic advisor.

1. Please list course and course number through which the practical training is required:
   - Course Title ___________________________ Course Number: ___________________________

2. Student is approved for:  [ ] part-time  or  [ ] full-time

3. Student is approved for a reduced course load while doing full-time CPT (Student is required to take at least one course if approved for full-time CPT.) The student is approved for _______ hours of course work for this main semester.

Academic Advisor ____________________________________________ Phone ____________________________
Signature __________________________________________________________ Date: _____________________________