

Applying for Practical Training CPT/OPT

Stefan Johnsson

International Student and Scholar Services Office

Visit ISSS Website

www.uh.edu/oisss

ISSS

ISSS Services

Students

New Students

Entry and Exit

Financial Services

F-1/F-2 VISA

F-1

Maintaining F-1 status

Reduce Course Load

Employment

On Campus

Off Campus

I-20 Program Extension

F-1 Employment

On-Campus

- F-1 students with a valid I-20 issued for attendance at the University of Houston are generally permitted to work part-time (no more than 20 hours per week) except for official school breaks and the student's annual vacation, when it may be full-time) with the University of Houston as the employer, while they are attending the University of Houston and maintaining their F-1 status, subject to certain restrictions discussed in the F-1 visa regulations : 8

CFR 214.2(f)(9)(i)

Off-Campus

- CPT
- OPT
- Economic Hardship

Visit ISSS Website

www.uh.edu/oisss

CPT

CPT work authorization may only be granted to the internship/employment directly related to the student's major area of study and only if the student is otherwise eligible.

Student Self-Check Preliminary CPT Eligibility:

- I am in a degree seeking program
- The information on my current I-20 matches my current degree level and major(s)
- I have always maintained my F-1 status
- I have completed one full academic year of full-time study

If you answer "yes" to all questions listed above, you may be eligible to apply for CPT. ISSS will verify your eligibility after you submit your CPT application.

 [CPT Application Process Flow Chart](#)

-  [Undergraduate CPT Application](#)
-  [Graduate CPT Application](#)

ISSS

ISSS Services

Students

New Students

Entry and Exit

Financial Services

F-1/F-2 VISA

F-1

Maintaining F-1 status

Reduce Course Load

Employment

On Campus

Off Campus

I20 Program Extension

International Student On Academic Suspension

Sevis Transfer Procedures

Student Self-Check Preliminary CPT Eligibility

- () I am in a degree seeking program
- () The information on my current I-20 matches my current degree level and major
- () I have always maintained my F-1 status
- () I have completed one full academic year of full-time study
- **If you answer “yes” to all questions listed above, you may be eligible to apply for CPT. ISSS will verify your eligibility after you submit your CPT application.**

CPT Options

- **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.
- **Option 4:** Required research for thesis/dissertation (i.e. essential to completion of thesis or dissertation).

CPT Application Form

Student Center North, Room 203, Houston, TX 77204-3024 • Phone: (713) 743-5065 • Fax: (713) 743-5079 • <http://uh.edu/oiss>

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.

Signature:	Date:	Phone:
------------	-------	--------

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 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 may 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 required practicum or internship course.
- 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.
- Option 4:** CPT is required research for thesis / dissertation (i.e. essential to completion of thesis or dissertation).

I am requesting a CPT start date of _____ AND I have registered for classes for the current or 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.

CPT Application Form

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 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). **Work authorization for this student must be renewed each semester.** The proof of authorization will be indicated 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. The student should not start or continue the CPT without valid authorization on page 2 of the I-20.

"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: _____ Initial by RCC (Bauer Students only): _____		
<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: Experience Sub Plan and Course Registration

Student has registered for the appropriate course for: fall _____ spring _____ summer _____

Option 1: The student's "Experience Track" sub plan has been updated in PeopleSoft; and

The student is required to register through the UH COOP program. COOP Signature _____ Date _____

For COOP registration, please go to the COOP Office, Room 312, Engineering Building 2 <http://career.egr.uh.edu/students/coop>

Option 2, 3 & 4: The student has registered for the credit course: Course Title: _____ Course number: _____

Academic Department Signature (Required for Option 2, 3 & 4 only) _____ Date _____

CPT Authorization

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0001234567

NAME: UH Cougar

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	FULL TIME	APPROVED	19 SEPTEMBER 2016	15 DECEMBER 2016

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	19 SEPTEMBER 2016 - 15 DECEMBER 2016		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Borehole Seismic, LLC	19 SEPTEMBER 2016	15 DECEMBER 2016	HOUSTON, TX

CHANGE OF STATUS/CAP-GAP EXTENSION

--

AUTHORIZED REDUCED COURSE LOAD

--

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
22 AUGUST 2016	15 DECEMBER 2016

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____

How to Apply for OPT

ISSS

ISSS Services

Students

Optional Practical Training

Types of Optional Practical Training

How To Apply For OPT

STEM Extension (OPTX)

How To Apply For STEM Extension

H-1B Cap Gap Extension

OPT Self Report

90/150 Day Unemployment Rules

Additional Information

Optional Practical Training

Overview

Optional Practical Training (OPT) is defined in the regulations as "temporary employment for practical training directly related to the student's major area of study." F-1 students must have completed one full academic year of full-time study before being eligible to apply.

There are three general types of Optional Practical Training:

1. Pre-completion OPT - only available during the degree program
2. Post-completion OPT - F-1 students must apply within 90 days prior to the date all degree requirements are met or the 60-days grace period.
3. STEM OPT Extensions - available for certain Science, Technology, Engineering, and Mathematics (STEM) students. STEM students must apply within 90 days prior to the ending date of current Post-Completion OPT.

More information on OPT: [8 CFR 214.2\(f\)\(10\)\(ii\)](#)

Download the Forms

How to apply for Optional Practical Training (OPT)

1. Download the instructions and application forms
2. Schedule an OPT group appointment to join the group session
3. Join the virtual OPT group appointment with the completed forms and required items
 - Current I-20
 - Passport(s) that is valid for six months into the future and most recent visa page
 - I-94
 - Change of status approval notice (I-797) if you changed your status in the U.S. and have not left the U.S.
 - EAD card if you have any
 - Completed “Academic Verification & Student Responsibility” form signed by your academic advisor
 - OPT APPLICATION CHECKLIST
 - OPT SELF REPORT
 - Form I-765
 - Form G-1145
 - Payment Coupon and Post Completion OPT alumni fee (\$100) – Mail to ISSSO Office
 - 2 color passport-type photos taken within 6 months
 - A personal check payable to the U.S. Department of Homeland Security for \$410
4. Follow the instructions provided by the counselor during your OPT group appointment

Academic Verification Form

UNIVERSITY of HOUSTON | ISSS

University Center North, Room 203. Houston, TX 77204-3024 ☎ Phone: (713) 743-5065 ☎ Fax: (713) 743-5079 🌐 <http://uh.edu/oisss>

POST COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) ACADEMIC VERIFICATION & STUDENT RESPONSIBILITY FORM

Student: Print your name below and take this form to your department for the required signature(s). **Note:** *The Engineering College requires the signature of the Dean and additional procedures that the student must follow to apply for this program.*

Student's name _____ PS ID: _____ Date _____

ACADEMIC VERIFICATION

– College or Departmental Signature Required –

This section needs to be signed by the Dean, Dissertation/Thesis Advisor, OR the student's Academic Advisor. The student is applying for Optional Practical Training (OPT), which is available through the Department of Homeland Security (DHS). It allows an F-1 international student to work for up to one year in a field related to his/her major. In order to recommend the student for this post-completion practical training, we need to know the expected completion date. A student is allowed to apply 90 days before the completion of studies. It is helpful for the student to apply as early as allowed under law, since it may take up to three months to process the Employment Authorization Card from DHS. If the student does not complete the degree when expected, the Employment Authorization Card may be cancelled as long as the OPT start date has not begun. If the card is cancelled the student may reapply for OPT. If you have any questions, please call #35065 and ask to speak to an International Student Counselor. **NOTE:** Engineering majors have additional steps to follow. Please check with your department before attending a group OPT appointment.

1. This student has applied/will apply for graduation at the following degree level (please circle one):

Bachelor

Masters

Doctorate

2. This student is expected to complete/has completed all degree requirements on ____/____/____.

(Usually the official closing of the semester or may be when the thesis or dissertation is submitted.)

Academic or Thesis/Dissertation
Advisor _____

Signature _____ Date _____

Associate Dean of College _____
(Engineering Only)

Signature _____ Date _____

Please return the form to the student.

F-1 STUDENT RESPONSIBILITY

Schedule OPT Group Appointment

Contact Us

Contact Information

Office Hours:

Spring, Fall:

Monday, Tuesday:

8am - 6pm

Wednesday to Friday:

8am - 5pm

Summer:

Monday to Friday:

8am - 5pm

Walk-in Hours

To see an International Student Counselor for quick questions or urgent matters, Please visit ISSS during the walk-in hours:

Monday to Friday - 1:30 PM to 2:30 PM

Address:

University of Houston

International Student and Scholar Services

Student Center North. Room 203

4465 University Dr.

Houston, TX 77204-3024

USA

Phone: (713) 743-5065

Fax: (713) 743-5079

Upcoming OPT Groups:

Please download, complete and bring the **forms**.

- **Jessika Jones**
(35 Students)
October 10, 2019
1:30 pm - 4:30 pm
- **Jin Zhang**
(35 Students)
October 16, 2019
9:00 am-12:00 pm
- **Ida Thompson**
(35 Students)
October 22, 2019
9:00 am - 12:00 pm
- **Stefan Johnsson**
(35 Students)
November 1, 2019
9:30 am - 12:00 pm
- **Jason Scherzer**
(35 Students)
November 8, 2019
9:00 am-12:00 pm
- **Jessika Jones**
(35 Students)
November 14, 2019
1:30 pm - 4:30 pm
- **Stefan Johnsson**
(35 Students)

ISSS

ISSS Services

Students

Optional Practical Training

International Faculty and Scholars

Information for Departments

Tax Information

Health Insurance

International Friendship Program

Forms and Publications

Contact Us

About ISSS/Visit ISSS

Staff

Links

Announcements

CONTACT US

How to request an H-1B Cap-Gap I-20

Walk-in hours

Student Center North. Room 203

4465 University Dr.

Mail Application to USCIS

- Two passport photos in the given plastic zip bag
- Personal check payable to the U.S. Department of Homeland Security in amount of \$410 or G-1450 if pay by a credit card
- Form G-1145
- Form I-765
- **Copy** of your I-20 page 1 and 2
- SEVIS screen shot of your CPT if you had any
- Copy of your passport and visa page
- Copy of your I-94
- Copy of your change of status approval notice (I-797) if you had
- Copy of your previous EAD card if you had

EAD Granted by USCIS



The image shows an Employment Authorization Card (EAD) issued by USCIS. The card features a portrait of a man on the left side. The background is a colorful, abstract design with a bird in flight. The text on the card provides the following information:

EMPLOYMENT AUTHORIZATION

Surname: **SPECIMEN**
Given Name: **TEST V**
USCIS: **000-000-811** Category Card#: **C09** **SRC0000000811**
Country of Birth: **Ethiopia**
Terms and Conditions: **None**
Date of Birth: **01 JAN 1920** Sex: **M**
Valid From: **01/01/80**
Card Expires: **05/10/11**

USCIS

Any Questions?



Thank You!



UNIVERSITY of **HOUSTON**