# F-1 Curricular Practical Training

### Definition of Curricular Practical Training

Practical training is temporary employment to gain practical experience in the field of study. Curricular practical training is available to F-1 students before completion of the educational objective and is off-campus employment authorized by International Student & Scholar Services to students meeting the eligibility requirements. According to F-1 regulations, curricular practical training (CPT) must be "an integral part of an established curriculum." At NMSU, an F-1 student can qualify for CPT if the off-campus employment is: (1) a requirement of the degree program; (2) a component of a graduate's student thesis or dissertation research; or (3) a requirement for academic credits approved by the academic advisor as integral to the degree program.

## Eligibility

Curricular practical training is available to F-1 students before completion of the educational objective. The student must have been enrolled on a full-time basis for one full academic year (two semesters) before becoming eligible for CPT. One exception is for graduate students whose programs require immediate curricular training.

CPT can be full-time (over 20 hours per week) or part-time (20 hours or less per week). For part-time CPT, the F-1 must also enroll full-time at NMSU. Full-time CPT approved by the NMSU Cooperative Education Program is considered full-time enrollment and part-time course registration is optional.

#### **Procedures**

The following items must be submitted to International Student and Scholar Services (ISSS) before a CPT I-20 can be issued.

- 1. Complete page 1 of the F-1 CPT Request Form.
- 2. Meet with Academic Advisor to discuss your internship proposal. If your internship meets one of the options on Academic Advisor's Recommendation Form, bring completed form to ISSS.
- 3. If you are applying for Co-op or internship position that meets the NMSU requirements, ISSS will sign your CPT Request Form and you will schedule an appointment with the NMSU Cooperative Education and Internship Program. The required paperwork for the Cooperative Education and Internship Program must be completed for the CPT approval process.
- 4. If your work authorization is based on enrollment in internship credits, bring proof of course registration and letter from employer indicating dates of employment, hours per week, location of employment and job duties to ISSS.
- 5. All CPT approvals require proof of valid health insurance during the CPT period.

### Reminders

If CPT is approved, you will be issued a new I-20 with your CPT employment authorization on page 3. Written authorization from an ISSS DSO on the I-20 is mandatory. Failure to receive CPT authorization prior to the start of your employment is a violation of your F-1 status.

Employment cannot begin prior to the starting date on I-20 or extend past the CPT ending date without authorization.

An F-1 student using full-time CPT for one year or more is not eligible for optional practical training (OPT). Use of part-time CPT does not affect OPT eligibility.

Note: CPT will not be approved in a student's final semester unless: 1) the training/internship is required in the final semester for completion of the degree program, and 2) all students enrolled in this degree program must complete a training/internship in the final semester to satisfy degree requirements. CPT eligibility is determined by the department's curricular policies and not by the student's desire for employment. A student may be eligible to apply for pre-completion OPT for training/internship authorization in those cases where CPT is not appropriate.

#### F-1 CPT REQUEST FORM

This form is required for F-1 international students requesting curricular practical training (CPT). Curricular practical training may be authorized for students on F-1 visas who have maintained their immigration status and have completed full-time enrollment for two semesters in the US prior to the starting date of the internship, if applicable. CPT is salaried employment which is directly related to the student's field and level of study and this internship is **directly related and an integral part of an established program.** The following information is needed in order to comply with US Citizenship and Immigration Services (USCIS) regulations.

PLEASE PRINT						
Name						
	Last Name	Firs	t Name			
NMSU ID Number _			_			
Current Major:		_ Current Level:	Associate's _	Bachelor's _	Master's	_ Doctorate
Previous Practical Tra	aining (CPT or OPT)	Yes No				
List Dates of	Curricular Practical Tr	aining				
List Dates of	Optional Practical Tra	ining				
Describe your propos	ed CPT employment					
Company name		Add	ress			
CPT beginning on _		ending on				
	full-time (more t part-time (20 ho	•	week)			
Your signature:			Date:			
Current email addres	9					

Student's Name									
		Last Name	First Nam	ne					
Academic Advisor's Curricular Practical Training Recommendation Form									
pract curric time	tical traini cular prac CPT thro h is 20 ho	ing immigration regulation ctical training must be a ough the Cooperative Ec	ons. As defined n integral part of ducation Progran	nt in the field of study in compliant in the federal guidelines governing an established curriculum. Studen are classified as full-time student must also register full-t	ng F-1 student visas, the ents authorized for full- nts by NMSU. CPT				
Pleas	se review	the following CPT option	ons and complete	e the following if this student is e	ligible for CPT.				
Progr	am Comp	oletion_							
1.	The stude	ent will graduate (semeste	er and year)						
2.	All cours	es required for the acader	nic degree (exclud	ling thesis/dissertation credits) have	been completed				
	Ye	s No							
3.	Expected	d date of thesis/dissertatio	n defense (if appli	cable)					
4.			,	ent based on the following:					
		•	·	-					
		Off-campus employment		esis or dissertation research.					
		•		ourse and credits based on this emp	lovment				
	_	Course number	J	Number of credits	,				
	(b) Which semester will student register for this class?								
	Anadam	in Advisor's Signature		Name (please print)					
	Academi	ic Advisor's Signature		Name (please print)					
	Academi	ic Department							
	Date								
INTE	RNATION	IAL STUDENT & SCHOL	AR SERVICES						
This F-1 student is eligible to apply for positions through the NMSU Cooperative Education Office.									
i nis I	r-1 studer	nt is eligible to apply for po	sitions through the	e INIVISU Cooperative Education Offi	ce.				

Date

ISSS Staff