Curricular Practical Training Application

Eligibility
To be eligible for Curricular Practical Training (CPT), you must:
- Be an F-1 student
- Have completed an academic year (that is, a fall and a spring semester). If your degree program requires employment authorization before you have met the academic year requirement, please see an ISS counselor.
- Have been full-time every fall and spring semester at Purdue:
  - Undergraduates must complete 12 credit hours
  - Graduate students
    - without an assistantship, must complete 9 credit hours
    - with an assistantship, must complete 6 credit hours

Definition
CPT is authorization to be employed in training off-campus “which is an integral part of an established curriculum and is directly related to the student’s major area of study.” You must be enrolled for a course that requires work experience.

IMPORTANT NOTE: All students must take and complete the course for which CPT employment authorization was granted.

Examples
Examples that meet the CPT definition include the undergraduate Co-op program, internships or practica offered through a department at Purdue. Please check with your academic advisor to see if your department offers any of these possibilities.

Another example of CPT would be a graduate student engaging in research that is part of a thesis or dissertation. The research should involve innovative technology available only at a particular corporation/research facility, or it should involve collecting data essential for completion of a thesis or dissertation.

Authorized by ISS
ISS authorizes CPT after verification that a student meets the eligibility requirements for CPT, has a job offer, and has enrolled in a class requiring employment. ISS gives the authorization on the I-20 Employment page; no Employment Authorization Document from the U.S. Citizenship & Immigration Services is required.

Requesting Changes after CPT Authorized
CPT is approved for a specific employer, place of employment and time period. You must request any changes two weeks before the new employer, place and/or time period may begin (completing new forms and obtaining new authorization).

Effect on Optional Practical Training (OPT)
Please note that F-1 students with 12 months or more of full-time CPT are not eligible for Optional Practical Training (OPT).

Application Procedures
You will need to complete the CPT online workshop listed below. All of the CPT forms are available online and may be downloaded from the web.

At the end of the online workshop, you must sign up for a CPT follow-up session. During the CPT follow-up session you may turn in your completed paperwork and ask individual questions of the ISS immigration counselor. Please allow 5 working days for ISS to process your CPT paperwork. You will be given a pick-up slip for your new CPT I-20 when you turn in the required documents during this session. You will need your new CPT I-20 in order to start employment.

Please refer to the following website for the online workshop: https://www.iss.purdue.edu/ssl/cpt/
Purdue University Office of International Students & Scholars
Curricular Practical Training Certification

Student’s name ______________________________________ Student’s major ______________________________

Student ID _______ Student’s email ____________________________

To the Academic Advisor, Co-op Coordinator, Department Head or Dean signing this form:
The student listed above wishes to apply for Curricular Practical Training (CPT). CPT is authorization for employment that is an integral part of an established curriculum and is directly related to the student’s major area of study. CPT is not meant to facilitate the creation of special employment opportunities for individual F-1 students. Therefore, we ask that you complete the following information to help us determine whether the proposed program meets the U.S. Citizenship & Immigration Services requirements for CPT employment authorization. If you have questions, call us at 49-45770.

Please provide the following details (to be completed only by academic advisor or equivalent):

<table>
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<tr>
<th>Company Name</th>
<th>Location (Street Address)</th>
<th>Job Title</th>
<th>Hours/wk:</th>
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Please complete the following concerning the course for which student will receive credit for this training:

1. Is this training an integral part of an established curriculum in student’s major field of study? □ yes □ no
2. Course number _____________Course title: _________________________________
3. Number of credits student will receive: ______ during which semester/session: _____________________
   *It is the student’s responsibility to register for, pay for, and complete the course.
4. Please provide course description and objectives of the course and explain why it is an integral part of the student’s academic program (use the back of this form or a separate sheet of paper).
   □ Check here if this student’s thesis research requires this employment and select all that apply below:
     □ The student’s thesis involves innovative technology available only at this particular corporation or research facility.
     □ This employment involves collecting data essential for completing the thesis.

Please describe the status of the student’s academic work:

1. When will student complete all degree requirements? (This is not necessarily the graduation date; it could be the date the thesis will be deposited in the library.)
   Month / Day / Year
2. Graduate Students only: When did/will the student complete all required coursework?
   Month / Day / Year

To be signed by the Academic Advisor, Co-op Coordinator, Department Head or Dean:

Signature __________________________________________ Date __________________________

Printed Name and Title ______________________________ Phone number __________________