

F-1 CURRICULAR PRACTICAL TRAINING INSTRUCTIONS and RECOMMENDATION FORM

Definition

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional, temporary employment such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. ***The training must either be a required part OR an integral part of the established curriculum and the student must receive academic credit for the employment that will count toward degree requirements.***

Employment may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). If 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period.

CPT is NOT a stop-gap or a back door to employment. For work that is directly related to the student's major, but has no curricular component, the student may want to consider Optional Practical Training.

Academic Credit Requirement

For the employment, the student must enroll in a class for credit and the class **MUST** either be required for the degree or the class must qualify as an elective course required for the student's degree.

The period of employment should normally fall within the limits of a given academic term. Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. Both failure to enroll in the specific course for which the CPT is approved and to complete the employment during the period of authorization will result in a violation of immigration status.

Students who have finished all course requirements except for thesis, dissertation or equivalent may only participate in CPT if the employment is necessary to obtain data from the employment that will be published in and significantly contribute to the thesis, dissertation or equivalent.

Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

Authorization

CPT is authorized by an international student advisor in the International Student & Scholar Services Office (ISSS). Employment may not begin until the proper authorization is obtained on page 3 of the student's I-20 and must end by the authorized completion date.

How to Apply

1. Complete Section A of the **Curricular Practical Training Academic Advisor Recommendation Form**. (reverse side of this handout). Have your academic advisor complete Section B. Engineering majors will also need to obtain the approval of the Associate Dean of the School of Engineering.
2. Submit the **completed Curricular Practical Training Academic Advisor Recommendation Form** to an ISSS Advisor. You may schedule an appointment between 9:00 and 11:30am Tuesday-Friday (by calling 785-864-3617) or come to ISSS during walk in hours of 1:30-4:00pm Monday-Friday. The ISSS advisor will verify your F-1 status and confirm that the employment meets the curricular requirements. If the ISSS advisor approves the CPT, a new I-20 will be issued with the employment authorization.
3. Employment may begin only after the ISSS advisor has authorized the CPT by endorsing your I-20. **The I-20 is the official document authorizing the Curricular Practical Training employment.**

Reference: 8 CFR 214.2 (f) (10)(i)

F-1 CURRICULAR PRACTICAL TRAINING ACADEMIC ADVISOR RECOMMENDATION FORM

(please print clearly)

Section A: To be completed by Student:

Name exactly as it appears in passport:

1. _____
Family/surname Given name Middle name, if applicable
2. _____ 3. _____
KUID # Phone Number

Section B: Recommendation to be completed by Academic Advisor:

IMPORTANT! ALL items must be completed. All fields below are required for approval.

1. Educational level (check one): Bachelor Master Doctorate
2. Major area of study _____
3. **Term** in which **ALL DEGREE** requirements are anticipated to be completed:
[] Fall 20____ [] Spring 20____ [] Summer 20____
[] Within the initial week(s) of _____ term 20____ before enrollment is required
4. Name of employer _____
5. **FULL** Address of employment _____
(include street/city/state/zip) _____
6. Employment start date __/__/____ end date __/__/____ (normally within semester dates)
mm/dd/yyyy mm/dd/yyyy
7. Number of hours to work per week _____
8. Academic credit will be awarded as follows:
Subject & Catalog number _____ Course title _____
(i.e. MEMT 596)
Number of credit hours _____ Semester & year _____
- Both failure to enroll in the specific course for which the CPT is approved and to complete the employment during the period of authorization will result in a violation of immigration status.**

9. **CHECK ONE:**

- The employment is a **required** part of the student's curriculum.
- The employment is **not** required, but is considered an **integral** part of the student's academic program as **indicated below**. Please check the appropriate box.
- The course above qualifies an elective course required for this student's degree.
- This student has finished all course requirements exclusive of thesis, dissertation or equivalent. The purpose of this employment is to obtain data from the employment that will be published in and significantly contribute to the student's thesis, dissertation or equivalent as described here: _____

I hereby recommend the above-mentioned student for the employment as described on this form.

Academic advisor's signature: _____ Date: __/__/____

Name printed: _____ Department: _____

Phone: _____ E-Mail: _____

If Engineering - Approval signature of Associate Dean: _____