

## CURRICULAR PRACTICAL TRAINING (F-1 STUDENTS)

### **General Information**

Curricular Practical Training (CPT) is an off-campus co-operative education program/internship offered by sponsoring employers through cooperative agreements with The University of Akron. CPT may be paid or unpaid employment. The purpose of CPT is to facilitate academic objectives. CPT must be an integral part of a student's established curriculum where the position is directly related to the student's major area of study. CPT may only be taken before completion of study.

The student must obtain employment authorization from the International Center before engaging in CPT. CPT employment authorization will be given on a new I-20 issued upon approval of the CPT application. The conditions of CPT (the employer's name, part/full time, location, the CPT period) will be indicated on this form. You may not change employers during CPT.

### **CPT Eligibility Requirements**

Applications for CPT will only be considered if the co-op/internship meets **one** of the following criteria:

1. The co-op/internship is required by your program in order to graduate. It can include internships, co-ops, or practicum. Employment experience that is required for all students in a degree program always meets the requirements for CPT, regardless of whether academic credit is received for the work.
2. If the co-op/internship is *not* required for graduation from your degree program, then the training must be listed in the school bulletin of course offerings, carry academic credit, and have an instructor assigned to the course. *Note:* Co-ops that do not carry academic credit meet this criteria for CPT.

*\*Colleges may have additional restrictions or requirements regarding internships, and not all colleges offer co-ops.*

### **Student Eligibility Requirements**

- You have been enrolled in your program full-time for one academic year. **Exception:** *This requirement is waived for graduate students who must start CPT immediately due to their program requirements.*
- You are in good academic standing and are maintaining valid F-1 status.
- If you participated in The University of Akron study abroad program, the semester of study abroad can be counted towards the one full academic year requirement. However, prior to studying abroad you must have been enrolled in this program full time at UA for at least one semester while physically present in Akron.
- Students enrolled in the English Language Institute **are not eligible** for CPT.

### **Part-Time CPT**

Employment for 20 hours or less per week is considered "part-time". You **must be enrolled full-time** for classes. **There is no limitation on the length of time you may participate in part-time CPT;** this type of CPT **does not affect student's eligibility for Optional Practical Training (OPT).**

### **Full-Time CPT**

Employment for more than 20 hours a week is considered "full-time".

### **The Duration of CPT**

There is no limitation on the length of time you can participate in CPT. **However, if you have one year or more of full-time CPT, you will not be eligible for OPT.**

## CURRICULAR PRACTICAL TRAINING Application for Co-op/Internship

**Instructions:** The student completes Section I. The CPT Supervisor (this can be your Academic Advisor, Faculty Advisor, Career Center Advisor, or Department Chair, etc.) completes Section II.

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**Section I. To be completed by the student:**

Please submit this application **AND** a copy of the job/training offer letter from the employer typed on company letterhead, signed by the employer. Please submit these documents to the International Center at least two weeks before the beginning date of the CPT. If the CPT application is approved, the CPT employment authorization and conditions of this authorization will be indicated on a new I-20. This I-20 will be your employment authorization. You may start the CPT only upon receipt of the I-20 with employment authorization. Working off-campus without employment authorization is a violation of F-1 visa status. Authorization will be given on a semester basis only. Any additional semesters or time on the CPT requires a new application.

Student's name \_\_\_\_\_ Major/Program \_\_\_\_\_

Student ID \_\_\_\_\_ Student email \_\_\_\_\_

Date that the student expects to complete all course requirements \_\_\_\_\_

Employer Name \_\_\_\_\_ Employer Phone number \_\_\_\_\_

Employer Address \_\_\_\_\_  
\_\_\_\_\_

Employment Supervisor \_\_\_\_\_

Employment start date \_\_\_\_\_ Employment end date \_\_\_\_\_

Hours per week \_\_\_\_\_  Part-time  Full-time

Note: Part-time means 20 hours per week or less. Employment for more than 20 hours per week is considered full-time.

Please list all previous periods of authorized practical training (if applicable):

CPT or OPT \_\_\_\_\_ Major/Level of the program \_\_\_\_\_

CPT or OPT \_\_\_\_\_ Major/Level of the program \_\_\_\_\_

I understand that my practical training must be directly related to the major and level of my current program.

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Student signature

Print name

Date

**Section II. To be completed by the CPT Supervisor at UA**

The student listed below wishes to apply for Curricular Practical Training (CPT). CPT is employment authorization that is an integral part of the student's established curriculum and is directly related to the student's major area of study. CPT is not meant to facilitate special employment opportunities for F-1 students. If the primary goal in the proposed work experience is not academic, CPT should not be recommended. Please certify that the proposed program meets the following F-1 immigration regulations for CPT employment authorization:

Student \_\_\_\_\_ ID # \_\_\_\_\_

1. ***This work experience is an integral part of the established curriculum and part of the student's degree program.***

Briefly describe how the employment is an integral part of the curriculum \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. ***This co-op/internship/training is required for all students in order to graduate from their program of study.***  Yes  No

If **NO**, the student must register for a course. Please provide the following information:

Course number \_\_\_\_\_ Course title \_\_\_\_\_

Number of credits student will receive (if applicable) \_\_\_\_\_ Semester/session \_\_\_\_\_

Name of Instructor \_\_\_\_\_

3. ***For thesis/dissertation students only.*** If this student has already completed all coursework and is working towards his/her thesis or dissertation, the authorized employment must be necessary for the student to complete the thesis or dissertation: The student's thesis/dissertation involves innovative technology available only at this particular corporation or research facility AND/OR the primary purpose of this employment experience to collect data for the student's thesis/dissertation.

4. ***This work is offered through a cooperative agreement between The University of Akron and the employer.***

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Signature of CPT Supervisor at UA

Print

Date

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CPT Supervisor's Title

Supervisor's Department