Curricular Practical Training (CPT)

Overview of CPT

CPT is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. CPT is an integral part of an established curriculum and directly related to the student's major area of study.

a) An internship/CPT opportunity must be required by a student's curriculum, OR
b) If the internship/CPT is not required for a student, the student must receive credit for the training (internship/CPT) that will count towards completion of the degree (must fulfill an elective or mandatory credit that counts towards degree requirements).
c) Internship/CPT is required by university's curriculum, rather than a student's desire for employment.

Eligibility Criteria for CPT

I. Students that have been **lawfully enrolled full-time for one academic year** may apply to participate in CPT. However, *graduate students in programs that include immediate, mandatory training are not bound by the one academic year in full-time status requirement*.

II. Time a student spent studying outside of the United States during the COVID-19 emergency counts toward the one-year requirement for CPT and OPT.

III. You must **have an offer of employment** that qualifies for CPT by establishing that the proposed employment is either a degree requirement for all students in your program or that you will receive academic credit based on your proposed CPT experience (***must be stated as such in the TAMU-CC Catalogue).***

IV. **CPT will not be granted to students who have finished the program requirements** and who are merely delaying graduation to make use of CPT.

V. F-1 students must **continue to pursue a full course of study while on CPT**, which can be authorized *full-time during the annual vacation (summer) and part-time (20 hours a week or less) during the spring and fall of the academic year. CPT is authorized on a semester basis.*

VI. CPT **cannot be authorized based on a student's minor** or general graduation credits. CPT participation may only be approved if the training opportunity is directly related to the **major program of study**.

Additional information for CPT

1. Students in English language program are ineligible for CPT.
2. If you plan on applying for CPT in your **last semester**, you must have **at least one remaining degree-required course to register** along with your internship credit.
3. **Undergraduate students requesting CPT must have declared their major before requesting CPT authorization**. Any CPT request must meet the academic requirements of the major area of study.
4. You are authorized to work for specific dates of employment on your I-20. **You may not begin before the start date or continue working after the end date.**
5. Since CPT is employer specific, **you can only work for the company that is listed on your I-20**. You can be approved for only one CPT at a time.

6. Because CPT must meet academic requirements and students will be receiving university credit and a grade for the internship, **the internship may not begin earlier than the first class day of the semester, and must end no later than the last day of the regular semester.** Furthermore, since the internship is considered an integral part of a for-credit university course, **CPT cannot be authorized after the academic add/drop period is over.**
7. A student planning on transferring from TAMU-CC who are authorized for CPT may continue to **work at the TAMU-CC (approved CPT) until the transfer release date.** If the student wants to continue with the employment through CPT at the transfer in school, authorization must be received from the student's new school.
8. **Use of full-time CPT for one year or more eliminates eligibility for Optional Practical Training.** However, *in recent years, USCIS counts any full-time CPT done at the same level in the aggregate towards availability of post-completion OPT.*
9. CPT can be paid or unpaid, but federal and state labor and wage/hour laws do apply.

Application steps for CPT

   i.   Meet OIE advisor and department academic advisor to discuss the CPT opportunities for your degree and requirements.

  ii.   Student secures (1) an **internship letter of offer** and (2) **an employer statement from the CPT employer**, stating that the employer agrees to cooperate with TAMU-CC in achieving the curricular purposes of the employment/training (Two letters must be on the employer's official letterhead).

 iii.   Meet with OIE advisor to obtain the CPT Application Form with employment offer letter and employer statement.

 iv.   Student completes the CPT Application Form and asks Department academic advisor or program coordinator to completes and signs the CPT Application Form according to the instructions.

  v.   Student registers for internship course during registration period.

 vi.   Make an appointment with an OIE advisor and bring the following documents with you:

- ➢ Completed CPT Application form
- ➢ A statement letter from the CPT employer, stating that the employer agrees to cooperate with TAMU-CC in achieving the curricular purposes of the employment/training.
- ➢ Official letter of offer from the employer.
  NOTE: **Two letters must be on the employer's official letterhead** with original signature with the following information:
  - Job title
  - Start and end dates of internship. The dates must correspond to our academic calendar.
  - Salary
  - Number of hours per week to work
  - Full address and contact information of employer
  - Description of the training/internship/CPT
  - the name, phone number, and e-mail address of the supervisor.
- ➢ Proof of internship credit enrolled or proof of internship opportunity is required by the TAMU-CC curriculum
- ➢ Passport
- ➢ Copy of I-94
- ➢ Current I-20
- ➢ Visa

VII. Return to OIE in 5 business days to pick up the CPT authorization I-20 or a denied application letter for the CPT

Curricular Practical Training (CPT) Application Form

Return to OIE in 5 business days to pick up the CPT authorization or a denied application letter

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SECTION I - to be completed by the student

Student Name _____ A#_____ SEVIS#_____

Academic Department_____ Date of Expected Graduation_____

Credit Completed _____ Major or Field of Study_____

Degree program start date_____ Program end date_____

Are you currently working on campus? Yes or No _____ If yes, specify_____

By completing this form, I confirm I have received an offer of CPT opportunity from the employer and dates listed below. I further understand that the CPT authorization is for the following employer and the dates only.

Proposed CPT Opportunity

Name of CPT Employer_____

Actual Street Address of Employer (No P.O. Boxes):_____

City, State, and Zip Code_____ Employer Phone Number:_____

Start Date of Employment_____ End Date of Employment_____ Hours per week_____

Name of the Supervisor _____Email_____ Phone_____

Duties and Title of Employment_____

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_____

_____

_____

List All Previous Authorized Employment (Include end and start date, full-time or part-time, CPT or OPT, etc. _____

_____

Student's signature _____ Date _____

SECTION II - to be completed by student's academic advisor

A. CPT as an integral part of an established curriculum and directly related to the student's major area of study. **Please explain how the student's academic objectives will be met through this internship (CPT) in details**:

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B. Please indicate the student's eligibility for internship/CPT by ***checking ONE of the three options*** below and return the CPT Application Form to the student**:**

☐ The proposed employment/CPT is **based on a degree requirement**. Please describe the requirement and indicate the references in your Department's/school's/college's bulletin/catalogue (Please attach a copy of the class bulletin/catalogue proving such mandatory requirement):

_____

_____

_____

☐ The proposed employment/CPT is based upon the awarding of course credits. Please list below the course name, title, number of course credits, please describe the criteria and methods for evaluation:

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☐ CPT is part of the TAMU-CC Cooperative Education Program. Please describe the program in details:

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SECTION III - Academic Advisor or Program Coordinator Information

Academic Advisor or degree program Coordinator Name &Title _____

Signature_____ Date_____ Phone_____

Email _____