



East Central University

Curricular Practical Training (CPT) Agreement

#### **Overview**

Curricular Practical Training (CPT) is defined by US immigration regulations as "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 schools." [8CFR 214.2(f)(10)(i)]

In order for a student to be eligible for CPT, and to receive permission to work from the International Office, the following conditions must be met:

- 1) The student must have been enrolled full-time for at least two semesters, and must be maintaining F-1 status.
- 2) The student must complete the CPT during his/her studies. This may be during summer or in any other semester before the student graduates. If the student has completed all course/thesis requirements for the degree, the student is **not** eligible for CPT, but must instead apply for Optional Practical Training (OPT).
- 3) The CPT must be an integral part of an established curriculum so that the training:
  - a. is required of all students in that program of study; or
  - b. is required for a particular course; or
  - c. is offered under a cooperative agreement between the university and the employer;

4)	The student must secure a	letter from the	e prospective em	ployer indicating:
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Job title
Start date of employment (MM/DD/YYYY)
End date of employment (MM/DD/YYYY)
Number of hours per week
Physical address of employment
Brief description of duties
The letter must be signed and on company letterhead

- 5) The student must register for the course requiring the completion of an internship that his/her department has designated for the CPT. The course must be for at least one credit hour, and the student must register for the course during each semester that he/she is authorized for CPT.
- 6) If all of the above eligibility requirements have been met, the student will be authorized to work for the requested period of time. The authorization is in the form of an endorsement on the student's I-20 that specifies the employer, the location of the employment, and the dates of employment.

### Important Points to Remember:

- The student may not begin working for the employer until he/she has been authorized to do so by ECU's Designated School Official (DSO) in the International Office. The authorization will be printed on the I-20.
- The student may only work for the employer named in the authorization and may only work during the dates indicated.
- A student who has engaged in 365 days or more of full-time (21 hours or more per week) curricular practical training will not be eligible to engage in Optional Practical Training in the same level of education degree.

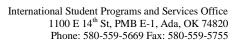
## How to Apply for CPT:

(Make sure your advisor signs the form.)

This checklist is designed to help students requesting authorization for CPT in order to complete an internship off campus. Read all information thoroughly. If you have questions contact the International Office.

1) Meet with your academic advisor to complete the **Recommendation for Curricular Practical Training** form.

2) Obtain supporting documentation if required (see recon	2) Obtain supporting documentation if required (see recommendation form).						
The student must secure a letter from the prospect of Job title    Job title     Start date of employment (MM/DD/YYYY)     End date of employment (MM/DD/YYYY)     Number of hours per week     Physical address of employment     Brief description of duties     The letter must be signed and on compan	Y) )						
<ul> <li>Schedule an appointment with the Director of International Office to review your materials and be authorized for CPT.</li> <li>Please bring the following items to the advising meeting:         <ul> <li>□ Completed Recommendation for Curricular Practical Training form</li> <li>□ Supporting documentation if required</li> <li>□ Employer Letter (see paragraph #4 above)</li> </ul> </li> </ul>							
By signing below, I acknowledge that I have read and understan	nd my responsibilities under CPT.						
Student Name:	Student ID#:						
Signature:	Date:						
4) APPROVAL TO REGISTER IN INTERNSHIP (	COURSE (To be completed by Int'l Director/P/DSO):						
Has student met all CPT requirements? Yes  No I	f No, explain:						
Is the student approved to register/enroll in internship course indicated by advisor? Yes \( \square \) No \( \square \)							
Print Name of Director/P/DSO Signature of DSO	Date						
**NOTE: Approval for course enrollment does not authorize CPT approval. You must enroll in an internship course in order to receive a new I-20 showing official CPT approval**							
5) Once approved for enrollment in internship course, student must return all CPT forms and supporting documents, and provide the Director/P/DSO with proof of course enrollment. Upon receipt of proof of enrollment a new Form I-20 will be issued endorsing the student's CPT.							
Print Name of Director/P/DSO Signature of DSO							





## East Central University Curricular Practical Training (CPT)

# **Advisor Recommendation for Curricular Practical Training Form**

discuss your	proposed training		
Last Name:		First Name:	ID#:
			e wants to apply for work permission gible for this program, the above student
must:		8(-)	,
estab	olished curriculum	so that the training:	al training is an integral part of an
	-	students in that program of st	•
	*	particular course or circular tra	
AND,		-	een the university and the employer;
2) comp	plete the CPT prior	to completion of all requireme	ents for their program of study.
	rnship Requireme  1) The student i	igibility for CPT, the following that (please CHECK the approximation of the sparticipating in a cooperative me employer. Must provide con	opriate option(s)): educational agreement between the
Е	an internship to	complete the program of study	which <u>requires</u> all students to complete. Requirement must be published in the by default "Box 3" also applies.)
С	completion of a	n internship and counts toward Note: Course or curricular track	e or curricular track which requires the the student's program of study a with internship requirement must be
	ECU course	ship course information and learning the course information and le	redits:
	Length of rec	uired internship (Dates):	
□ T		yet completed all required cou	ersework. The student is expected to and year):
C	ompicie ms/ner de	5100 requirements in (semester	ana year)
Academic A	dvisor:	Departme	ent:
Signature:		Date:	