

CURRICULAR PRACTICAL TRAINING (CPT)

OVERVIEW

CPT is a temporary employment authorization for paid or unpaid employment directly related to an F-1 student's academic program. The employment/internship must count towards UTSA course credit.

First, an academic advisor must confirm credit availability in the student's degree plan (i.e. required elective credit such as independent study). Once it is confirmed that the employment/internship will count as UTSA course credit, the student should set an appointment to meet with an International Student Advisor.

ELIGIBILITY

- The student must be in valid F-1 status and in good academic standing.
- Undergraduate students must have been enrolled full-time for one academic year preceding the CPT application. Graduate students whose programs require immediate participation in an internship may apply at any time.
- The course must be an integral part of the established curriculum** (i.e., it must be a part of student's degree program). For graduate students receiving credit for thesis or dissertation, the work must be required to complete the thesis or dissertation.
- The student must have an offer of employment/internship to apply for CPT. The authorization is employer-specific and date-specific.

EMPLOYMENT DURATION

- Since CPT is linked to a UTSA class, International Student Services policy is that the **employment start and end dates match the semester start and end dates**. The student may not begin working before the start date or continue working after the end date.

HOURS PER WEEK OF EMPLOYMENT

- CPT can be approved for part-time (20 hours or fewer) during a fall or spring semester.
- CPT can be approved for full-time (more than 20 hours) during the summer.

EFFECT ON OTHER WORK

- The student may use as much CPT authorization as is required for his/her degree program. However, if the student accumulates 12 months or more of full-time CPT authorization, he/she is NOT eligible for OPT authorization. However, U.S. Citizenship and Immigration Services may interpret more than 11 months of full-time CPT as a year of full-time work experience and may not grant post-completion OPT.
- Graduate students who have a TA/RA/GA appointment should review their offer letter for additional stipulations regarding accepting other employment positions in order to avoid complications.

MISCELLANEOUS

- Any changes to authorized CPT must be reported to International Student Services (i.e. dates, location, hours, or job duties).
- If a student wishes to change employers during his/her internship, the student **must** apply for a new period of CPT authorization **before** beginning to work for the new employer.
- Fall or spring employment/internship offers that are out of town/state can only be accepted if the student is eligible for a reduced course load. This is due to the federal requirement that students must be physically present for the majority of their classes (no more than three online credit hours can count towards full-time enrollment).

REQUIRED DOCUMENTS FOR THE CPT APPLICATION

To apply for CPT, please bring the following documents to International Student Services:

- Completed CPT Recommendation Form (see page 3)
- Copies of the Internship application documents from your college/department (if applicable)
- Copy of current degree plan showing CPT-related course as part of your program (Degree Works acceptable)
- Obtain **one** of the following letters:
 - o Official letter from your UTSA internship professor explaining the purpose of your internship
 - o Official letter from your graduate faculty advisor to explain how this is a **necessary and required part** of your project/thesis/dissertation.
- Job offer letter from your employer. The letter **must** be on company letterhead, signed by the employer, and must include the following information:
 - o Job title
 - o Description of the work to be performed
 - o Starting and ending dates of your employment
 - o Hours per week
 - o Physical address where you will be working
 - o Supervisor's contact information (name, address, phone number and email address)

APPROVAL

- After the CPT application is reviewed, if approved, International Student Services will update your record in SEVIS and issue a new Form I-20 with CPT approval on page 2.

PROOF OF CPT COURSE WORK

- Official transcript proving completion of the course work listed in the CPT Recommendation Form must be submitted to International Student Services **within 2 weeks after the end of the semester**. International Student Services will place a transcript hold on your student account upon approval of your CPT request.

SOCIAL SECURITY NUMBER (SSN)

If your CPT authorization is for a paid internship and you do not have a Social Security number (SSN), you must apply for an SSN. Please remember that your I-20 must have the employment page (page 2) completed when you apply for an SSN. Check our website for information on [how to obtain a SSN](#).

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

SECTION 1: To be completed by the student

Name: _____ UTSA ID: _____
(Last Name) (First Name)

Email Address: _____ Phone #: _____

Local Address: _____
Street Apt. City State Zip

Current GPA: _____ ***Students on academic probation are not eligible to apply for CPT.**

Employer: _____

Employer's Address: _____
Street Suite City State Zip

Internship Job Title: _____

Starting Date: _____ Ending Date: _____ Hours per Week: _____

NOTE: The starting and ending dates of the CPT must fall within the dates of the semester.

Will you be employed on campus during the CPT period? ____ Yes ____ No

If yes, list your position title & location: _____

Numbers of hours per week: _____

List previous semesters of CPT (both part time and full time):

STUDENT CERTIFICATION

By signing below, I indicate my understanding of the following items:

- As an F-1 visa student I cannot begin working until I pick up the updated I-20 with CPT authorization and submit it to my employer for verification. CPT authorization is located on page 2 of the I-20, and lists the employer name and location, dates of employment, and part- or full-time authorization. It is my responsibility to verify the authorization before I begin to work. Working with a different employer, beyond the authorization dates or outside of location on my I-20 constitutes work without authorization.
- The internship must be linked to a UTSA course for which I will be earning credit needed to complete my degree requirements.
- If I engage in more than 12 months of full-time CPT, I will not be eligible for Optional Practical Training.
- I will submit the official transcript within two weeks after the semester end date to International Student Services proving completion of the course listed on the CPT Recommendation Form.
- I understand that I am required to maintain a full course load unless authorized for a reduced course load during my CPT.

Student's signature: _____

Date: _____

SECTION 2: To be completed by your Academic Advisor/Graduate Advisor of Record or Equivalent:

Please verify the information in Section 1 and complete the section below.

Course Title and Number for which student will be receiving credit ***The course must have an internship component.**

_____ *Attach a copy of the course description from the catalog.

Semester & Year in which the credit will be earned: Fall Spring Summer Year: _____

I certify that the course is an integral part of an established curriculum (i.e. earning credit toward the degree program):

Academic Advisor's/Graduate Advisor of Record or Equivalent: _____
(PRINT)

Signature: _____ Date: _____

For ISS Use Only

I-20 Start: ___/___/___ **End:** ___/___/___ **Full-time Requirement Met:** Yes No

Academic Standing: Good Probation **Local Address:** Current Violation

CPT Approval: Granted Denied for _____ semester

Advisor Name: _____

Atlas Input & Note: Done **Banner Hold for Transcript:** Done **Banner:** Enrollment in CPT course

Immigration documents: All I-20 PU Passport Current visa