

Definition: Curricular Practical Training (CPT) "must be an integral part of an established curriculum and directly related to the student's major area of study." [8CFR 214.2(f)(10)(i)]. It is authorization to participate temporarily in an internship, cooperative education or required thesis/dissertation program.

STEPS INVOLVED:

- 1. Meet with your assigned academic advisor/co-op coordinator to complete your CPT Recommendation.
2. Obtain a job offer letter as described below.
3. Complete Student Information section of this form.
4. Register for the appropriate course/thesis, dissertation or research/co-op course.
5. Drop off this recommendation form and required documents at the ISSS office.
6. Schedule an appointment with CPT advisor if necessary.
7. If the CPT is approved by ISSS, you will receive an email to pick up your documents.
8. REMEMBER, YOU CANNOT BEGIN WORKING UNTIL YOU RECEIVE YOUR CPT AUTHORIZATION.

Student Information (to be completed by student):

Last Name _____ First Name _____
FIT ID number _____ Major _____
Level of Study: [] Undergraduate [] Graduate [] Doctorate End Date on SEVIS I-20 _____
Are you a FastTrack Student? [] Yes [] No SEVIS ID _____
Description of Internship/Co-op _____
Internship is for: [] Fall [] Spring [] Summer Year _____
Begin Date _____ End Date _____
Have you held a previous internship or co-op while in your current academic program? [] Yes [] No
If yes, which semester (s) _____

Internship/Co-Op Information:

Company Name _____ Job Title _____
Job Location Address _____

I have read and understand the information regarding CPT and its guidelines (please review Eligibility Requirements and Important Information on page 3 before signing).

Student Signature _____ Date _____

Academic Information (to be completed by assigned academic advisor, department head or dean ONLY):

Guidance for the academic advisor:

CPT is authorization to participate in temporary training that is an integral part of an established curriculum and directly related to the student's major area of study. It is not meant to facilitate the creation of special employment opportunities for F-1 students (please review the Eligibility Requirements and Important Information sections on page 3).

In order for a student to qualify for CPT, the student MUST either receive credit in a course (such as an internship course or an independent study) or the work MUST be required for the degree.

Please select one of the following:

Internship Course (the above student will receive course credit) Course Title _____ _____ Course # _____	Thesis/Dissertation (the work will form part of the student's thesis or dissertation) Explain _____ _____ _____	Cooperative (Co-Op) (the work is part of a co-op program) *Note: Additional paperwork is required by Career Management Services Course Title _____ _____ Course # _____
<i>Note: This course must count toward the student's degree (required or elective).</i>	<i>Note: This practical training must be required to complete the thesis/dissertation.</i>	<i>Note: The co-op must be related to student's academic program.</i>

The student's program plan indicates the following:

Credits Completed _____ Credits Remaining to Complete Program _____ Current GPA _____

Is student currently on Probation or Academic Warning? No Yes

Estimated Graduation Date (mm/dd/yy) _____

Advisors of GRADUATE Students: Has the student completed his/her course work? No Yes

Is this student currently working on his/her thesis/dissertation? No Yes

Estimated Defense date or Comprehensive Exam date (mm/dd/yy)? _____

My signature below confirms I am the above named student's assigned academic advisor, department head or dean; I have met with this student concerning their employment offer and its course relevance. I confirm that this CPT opportunity is integral to, or required for, the student's program of study. It will not delay the student's expected completion date as listed on their immigration document I-20.

Printed Name *Signature* *Date*

Position/Title/Department *Email* *Phone Extension*

For Cooperative Education (Co-op) only: (To be completed by the Career Management Services Co-op Advisor)

The above student has been approved to participate in this co-op and is registered for:	
Course Number & Title _____	Number of Credits _____
Signature _____	Date _____
Printed Name _____	Phone Extension _____

CPT ELIGIBILITY REQUIREMENTS:
(both student and advisor should review carefully)

- **Must be an active, degree-seeking student at FIT**
- **Undergraduates must complete a full academic year in F-1 status 2.5 GPA earned at FIT and 24 earned credits**
- **Graduates must complete a full academic year in F-1 status and 3.0 GPA earned at FIT**
- **Must attend a CPT Workshop before any CPT opportunities will be considered**
- **Must have an official offer of employment as follows:**
 - on company letterhead indicating:
 1. position title
 2. duties
 3. exact beginning and end dates of employment
 4. hours worked per week (20 or less = part time; 21+ = full time)
 5. supervisor's name, title, phone number and complete address

OTHER IMPORTANT CONSIDERATIONS:

- **CPT is only authorized for one semester at a time**
- **Do not sign any job offers until you have been approved for CPT employment**
- **CPT is employer specific—you cannot work for an employer for which you are not authorized**
- **You may not begin employment, including training, until you have obtained a new I-20 that has been updated with CPT authorization. Unauthorized employment is grounds for termination of your F-1 student status.**
- **You may participate part time (no more than 20 hours per week) during the academic year and part or full time during the summer. There are very few exceptions to this rule; please consult with an ISSS advisor.**
- **F-1 students who complete 12 months of full-time CPT are not eligible for Optional Practical Training (OPT).**
- **Total employment (on and off campus combined) may not exceed 20 hours/week during fall and spring semesters.**
- **Plan ahead. It can take up to five business days for all CPT documents to be processed.**
- **CPT may affect your FIT scholarship. Please contact Financial Aid for more information.**