

CURRICULAR PRACTICAL TRAINING (CPT) PRIOR TO COMPLETION OF STUDIES

Eligibility: To be eligible for CPT, an international student must be in full-time F-1 student status for at least one full academic year. If transferring to another institution, a student currently authorized for CPT may continue working at the approved job until the transfer release date for the I-20. If the student wants to participate in CPT at the new institution, he or she must receive authorization from the new International Student Advisor.

Definition of CPT: CPT includes **alternate** work/study, internship, cooperation education, or any other type of **required** internship or practicum, that is offered by sponsoring employers through cooperative agreements with the school.

Student Eligibility Requirements

Employment Which Is a Required Part of Your Program. Employment which is required as part of a degree program must be clearly stated in the UR course catalogue. This training must be instrumental to achieving a curricular academic objective. Required training always qualifies for CPT regardless of whether or not a student receives academic credit. Graduate students may request permission for CPT at the beginning of their program if it is part of the requirements for a particular degree program.

Employment Which Is Not a Required Part of Your Program.

The proposed practical training must be structured employment that is listed in the course catalogue (i.e. internship, independent study) and will be granted academic credit. The training must be instrumental to achieving a curricular academic objective. The practical training, as with any internship or independent study, must be monitored by the academic department granting credit, i.e. a particular faculty member assigned to the internship/independent study course. The proposed practical training must not only be related to the student's major field of study but must also be an important or integral part of the student's an established curriculum for a particular course or track.

****A course offered for the primary purpose of facilitating employment authorization is prohibited and does not qualify for curricular practical training.**

Part-time vs. Full-Time Curricular Practical Training

Part-time: Students may work no more than 20 hours per week while school is in session for all combined jobs, including on-campus employment. Participation in part-time CPT does not affect your eligibility for post-completion optional practical training UNLESS you undertake 12 months or more of full-time CPT. The use of part-time CPT does not count towards this 12 month limit. The I-20 will be authorized for part-time CPT by the International Student Advisor.

Full-time: Students may work more than 20 hours per week during the summer and all other official school breaks. Training for more than 20 hours per week is considered full-

time CPT. The I-20 will be authorized for full-time CPT by the International Student Advisor.

Student Procedure for applying for Curricular Practical Training (CPT)

The student should submit the following to the International Student Advisor:

- *Student Statement* describing type of employment and how the employment complements the academic experience.
- *Employer Statement* describing the company name, location, type of business, employment dates, and nature of the position.
- *Departmental Recommendation* from a UR faculty member describing the course name and number, number of credits, and how the employment relates to the student's major.

CPT Authorization can be done by the International Student Advisor during the summer or academic year, but all forms must be completed and submitted at least 5 days in advance of the employment start date. CPT cannot be authorized after employment has already started. Working without authorization is a serious violation of your F-1 student status.