

International Student and Scholar Office
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CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

What is curricular practical training?

"F-1 curricular practical training" is work authorization for an employment experience which is "an integral part of a required curriculum" [Title 8, Code of Federal Regulations, Section 214.2(f)(10)(i)]. Authorization can be granted for an internship, practicum, co-op, or other type of temporary employment that is either (a) a requirement of the academic degree program or (b) an experience for which academic credit will be granted. F-1 curricular practical training (CPT) is not to be used to facilitate employment as its primary purpose. The employment experience must be primarily for academic purposes.

Who is eligible?

Students in legal F-1 status, who have been enrolled fulltime in a degree program for at least one academic year, are eligible to apply for CPT. Students enrolled fulltime in the English Language Center are not eligible for CPT. Graduate students who are required by their curriculum to obtain practical work experience before having been in legal F-1 status for one academic year should contact an advisor at the ISSO for more information.

What type of employment is permitted?

The employment must be either required by your degree program or experience for which you receive academic credit. Graduate students cannot register for an undergraduate-level internship course. If you are not sure whether your proposed employment satisfies these criteria, contact an ISSO advisor.

Students may take advantage of this employment option during summer vacation (May-August; from the end of spring semester to the start of fall semester) on a full-time or part-time basis, or during the academic year (September-May) for no more than 20 hours per week. **Part-time** CPT is not limited, provided it continues to meet the legal standards mentioned. However, if a student accumulates more than 12 months of **full-time** CPT, then that student will not be eligible for any optional practical training. (See the handout "Optional Practical Training.")

How do students apply?

To get assistance in searching for and applying to credit-bearing internships, undergraduate students should first contact The Career Center at 7800 York Road, Suite 315. Please contact The Career Center by calling 410-704-2233 to learn more about The Internship Program at Towson University. Graduate students should directly contact their academic/project advisor. If you have difficulty contacting your academic advisor, please ask your Career Center program coordinator for assistance.

Once offered a placement, the student must register for the appropriate internship course, then submit the attached form, completed and signed by the appropriate faculty member. To receive CPT authorization, evidence of enrollment in an appropriate internship course must also be submitted to the ISSO. If the employment opportunity meets the standards for F-1 CPT, then the ISSO will issue a new SEVIS Form I-20 with employment authorization so endorsed.

Warning! This request normally takes about three business days to be processed. Students must obtain this authorization from the ISSO BEFORE beginning employment. Employers will need to see verification of identity (unexpired, government-issued, photo-bearing identification, such as passport or driver's license) and work eligibility (Form I-20 with CPT endorsement) to complete Form I-9 Verification of Employment Eligibility for new employees.

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Curricular Practical Training

Graduate Student Application based on Thesis or Project

This form collects information necessary to approve Curricular Practical Training employment authorization under current foreign student visa regulations. The ISSO is required by law to submit this information to the Department of Homeland Security. Project Advisors or Thesis Advisors should complete and endorse this form, and return it to the student to complete the CPT application process through the ISSO. If applicable, students should submit a copy of their job description. We appreciate the role of the Advisor in this process. If further clarification would be helpful, please contact our office.

Project/Thesis Advisor's Name, Title, and Department: _____

Advisor's Email Address: _____ Advisor's Phone Number: _____

Student's Name: _____ Expected Degree Completion Date: _____

Student's proposed thesis or project title/topic: _____

Is this off-campus experience required for student's project or thesis? Yes No

Will student be registered for project or thesis course credit during this experience? Yes No # of credits _____

How much time do you estimate the student will need in order to achieve objective? _____
Hours per week, number of weeks

Job Description (please give a short list of student's proposed activities):

Curricular Relevance: Please explain relevance of off campus experience to student's thesis or project topic. This explanation is critical to our evaluation of this student's employment eligibility under current foreign student visa regulations. The ISSO will submit this description to the Department of Homeland Security.

Beginning Date: ___ / ___ / ___ Ending Date: ___ / ___ / ___ # of Hours per Week: ___ Salary/Wage per Hour: _____

Name of Employer and Address: _____

Supervisor's Name and Phone Number: _____

Location of the employment (if other than address above): _____

Advisor's Signature/Approval

Date