Curricular Practical Training CPT

U.S. Citizenship and Immigration Services (USCIS) defines Curricular Practical Training (CPT) as employment which is an integral part of an established curriculum, including: “alternate work study, internship, cooperative education, or any other type of *REQUIRED (NOT OPTIONAL, NOT AN ELECTIVE) internship or practicum which is offered by sponsoring employers through cooperative agreements with the school,” [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application.

*Required part of program – Your program **REQUIRES** employment in the field of study to graduate;

STUDENT ELIGIBILITY REQUIREMENTS

To apply, USCIS requirements state that you must:
♦ Have been lawfully enrolled on a full-time basis for at least one academic year;
♦ Be in lawful F-1 status at the time of applying for CPT;
♦ Have a job offer and be enrolled in the course you plan to use for CPT
♦ Proof on your curriculum that it is a REQUIREMENT for your program of study for you to work as part of your requirement to receive your degree from DSU.

PART TIME CPT VS. FULL TIME CPT

Part-time CPT: Employment for 20 hours or less per week is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

You can use part-time CPT during the Fall/Spring Semesters and Summer Sessions.

Full-time CPT: Employment for 35 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT).

You can only use full-time CPT during the Summer Sessions. There is no limitation upon the length of time you may participate in full-time curricular practical training, however if you participate in twelve months or more of curricular practical training you will not be eligible for post-completion Optional Practical Training.

ADDITIONAL INFORMATION

- Some employers are not familiar with CPT type of work permission – if employers ask for additional information proving that this is legal employment opportunity, the Office of International Students will provide such information.
- If your F-1 status is valid and the proposed employment qualifies for CPT, the Designated School Official (DSO) will authorize the CPT in the SEVIS system and will print out a new I-20 that you can show to your employer as proof of authorization to work.
- Remember (and remind your employer) that you have to pay local, state, and federal taxes, but you are not expected to pay social security (FICA) and Medicare taxes.
- Your employer might request that you fill in additional paperwork and/or you present additional documentation before you start working.
- Changing employers while on Curricular Practical Training requires submission of a new application to the DSO before you begin working for the new employer.

PhD Students in dissertation status where the training opportunity is an absolutely necessary component of the student's research - without which the doctoral dissertation cannot be completed - may be authorized to undertake curricular practical training. A letter from the student's dissertation advisor explaining in detail the relationship between the proposed employment and the student's doctoral dissertation research must be provided. You will also need to meet with your Graduate School Associate or Assistant Dean to obtain their signature on the CPT request form attesting that your activity is sanctioned by the Graduate School of Arts and Sciences and that you will continue to be a registered student during the requested period.

**TAXES:**
In general F-1 students who have been in the U.S. for fewer than six years are exempt from social security taxes (also known as F.I.C.A. tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. If you need more information about the F-1 social security tax exemption, please contact the social security office. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local.

**PROCEDURES FOR APPLICATION:**
Submit the CPT Application and required forms to the Office of International Affairs. We will contact you when/if your new CPT I-20 is ready for pick up (within 5 business days from the date you submit your application). You must register for the course you plan to use for CPT & submit the below documents to apply for CPT:

1. A copy of the course description as it appears in the Delaware State University Course Catalog
2. The completed CPT Application
3. A copy of the job offer letter you obtained from the employer. The job offer letter must contain the following information:
   - The student’s name;
   - The company’s name and address;
   - Your supervisor’s name and contact information;
   - The number of hours to be worked (full or part-time specified, **PLEASE NOTE:** full time is only permitted during summer sessions);
   - The beginning and end dates of the employment;
   - The letter must be on the company’s letterhead;
   - A description of the student’s duties

The International Student Advisor will check banner to determine whether or not you are enrolled in the appropriate course. If you are not registered for the course, your application for CPT will not be approved. **You are required to be registered for the course during the entire term.**

If your application is approved, USCIS will be informed and you will be issued a new Form I-20 with your CPT authorization. Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for that semester and also register for the appropriate course for that term. **(example, if you are registering for Summer Session I but plan to continue CPT through Summer Session II, YOU MUST BE REGISTERED FOR Summer Session II as well).**
Curriculum Practical Training (CPT) Application:

Part I: TO BE COMPLETED BY THE STUDENT

Student’s Name: __________________________ D# __________

Address: ___________________________________________ (Apt # ______)

City __________________ State ______ Zip Code ______

Major/Program of study: ____________________________ Degree Expected ______

School/Academic Department ________________________

Email: ____________________________@students.desu.edu Phone# __________

Number of Credits Remaining to Graduate: __________________________

Anticipated Program Completion Date: _______ Number of Credits for the CPT Employment: ______

Course Number and title you will enroll in __________________________

Semester(s): ____________ Or Summer Session(s): ____________

Proposed Employment:
Name of CPT Employer:

Start Date of Employment: / / End Date of Employment: / /

□ Part- □ Full-Time

mm/dd/yyy mm/dd/yyy

Have you ever been granted full time CPT? □ Yes □ No, If yes provide dates: _______ to _______

mm/dd/yy mm/dd/yy

By signing below, I am stating that I am a current enrolled DSU F-1 student in good status and have completed a full academic year at DSU. The above information is correct to the best of my knowledge and I am requesting CPT because it is a requirement for my degree, an integral component to my major and the experience is a part of my program of study.

Student’s Signature: ____________________________ Date: _______

mm/dd/yy

Return this completed application (Parts I &II) to the Office of International Affairs for approval.
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Part II: To be completed by student’s academic advisor, chairperson, or dean

US immigration regulations require that CPT be used by students for employment that is a required integral part of the student’s curriculum. Please indicate the student’s eligibility by checking one of the options below and return the complete form to the student who will submit this form to the Office of International Affairs.

☐ The proposed employment is based on a degree requirement, an integral component to the student’s major and the experience must be part of the student’s program of study. A brief description of the course requirements and method of evaluation is below:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

☐ The employment is necessary for the student’s doctoral dissertation research. Please attach a letter on DSU department letterhead written and signed by your academic advisor detailing how the proposed employment is essential for the development of your dissertation. If this box is checked, the Dean of Graduate Studies must also sign your proposed employment letter as confirmation that this activity is sanctioned by the Graduate School and that you will continue to be a registered student during the requested period.

________________________________________________________________________________________

Signature of Department Chairperson or Dean Date

Typed/Printed Name of Department Chairperson or Dean Phone# A copy of the course description as it appears in the Delaware State University Course Catalog must accompany this application

OR

A detailed letter stating why this employment is essential for the development of your dissertation

**CPT is NOT meant to be a convenient employment opportunity. It must have a valid purpose in the student’s program of study.**

*Office of International Affairs:*

Approved/Disapproved Date:________________ Signature:______________________________