

INTERNATIONAL STUDENT SERVICES
DELAWARE STATE UNIVERSITY
1200 North Dupont Highway, Dover, DE 19901
Phone: 302-857-6474/Fax: 302-857-6567

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 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.

There are two types of CPT:

1. **Required part of program** – the program requires employment in the field of study to graduate;
2. **Non-required part of program** – the practical experience is for credit and directly related to your field of study. *You must be enrolled for the course while engaging in this type of CPT.*

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.

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 DSO will authorize the CPT in the SEVIS system and will print out a new SEVIS 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 Designated School Official 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 OISS. 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 Student Services, Mrs. Alphonso-Moore will contact you when your new CPT I-20 is ready for pick up, your new I-20 should be ready on the next business day. You must submit the following documents:

- **A copy of the course description as it appears in the Delaware State University Course Catalog**
- The completed CPT Application

For non-required CPT, the International Student Advisor will check banner to determine whether or not you are signed up for 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 and complete it at the end of the term.***

- 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;
 - The statement of the job offer;
 - 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 brief description of the student's duties

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 will be continuing CPT through Summer Session II, YOU MUST BE REGISTERED FOR Summer Session II as well).**

Please note that for “credit bearing” CPT, students must be enrolled during the semester that they are engaged in CPT. Very few programs at Delaware State University require employment in the field of study to graduate, but the non-required CPT may be an excellent way to meet the student’s need for practical experience.

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CPT Application:

Part I: TO BE COMPLETED BY THE STUDENT

Student's Name: _____ D# _____

Major: _____ School/Academic Department _____

Email: _____

Number of Credits Remaining to Graduate: _____

Anticipated Program Completion Date: _____ Number of Credits for the Employment: _____

Course Number for CPT: _____ Degree Expected: _____

Semester: _____ Or Summer Session(s): _____

Proposed Employment

Name of CPT Employer: _____

Start Date of Employment: / / End Date of Employment: / / ()Part Time () Full Time

Duties of Job: _____

Actual Street Address of Employer: _____

City State Zip Code

Have you ever been granted full time CPT before? ()Yes ()No If yes provide dates: _____

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 or an integral part of the curriculum. Please indicate the student's eligibility by checking one of the three options below and return the complete form to the student.

The proposed employment is based on a degree requirement. Please describe the requirement and indicate the reference in your school's catalog:

The proposed employment is based upon the awarding of course credit. Please list below the course name, title, number of course credits, a brief description of the course requirements and method of evaluation:

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. Please obtain a signature from the Grad School Dean/Director 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, academic advisor, or dean

Date

Typed/Printed Name of Department Chairperson, academic advisor, or dean

Telephone #

Department

A copy of the course description as it appears in the Delaware State University Course Catalog must accompany this application

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

Please return this form to the Office of International Student Services, Grossley Hall, Room, 115A