

F-1 CURRICULAR PRACTICAL TRAINING

INSTRUCTIONS and RECOMMENDATION FORM

Definition

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional, temporary employment/training such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. The training must be a requirement

Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period. Students participating in CPT during a fall or spring semester must be registered as a full-time student. Either failure to enroll in the specific course for which the CPT is approved, or failure to complete the employment/training during the period of authorization will result in a violation of immigration status.

Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

Authorization

CPT is authorized by The Office of Global Education (OGE). Training may not begin until the proper authorization is obtained and must end by the authorized completion date.

Forms

The form, Curricular Practical Training Recommendation Form is printed on the reverse side of this handout. Please include, if there is, departmental forms as well in this application.

How to Apply

1. Complete Section A of the Curricular Practical Training Recommendation Form (CPT-1) and submit it to the Office of Global Education (OGE) at 106 Hara Hall, Room 106, Ithaca, NY 14850. The form must be submitted by the student and approved by the department chair.

