



Curricular Practical Training (CPT) For F-1 Students

University of Houston-Downtown
Office of International Admissions
One Main Street, Suite GSB308
Houston, TX 77002-1001
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Nonimmigrant F-1 students who have been in full-time student status for at least one full academic year are eligible for Curricular Practical Training (CPT). Curricular Practical Training is an optional or required internship, practicum, or cooperative experience that is an integral part of an established curriculum. Curricular Practical Training may be either full-time (40 hours) or part-time (20 hours or less). Those who engage in Curricular Practical Training during the academic year (Fall and Spring semesters) must be enrolled in coursework at a full-time level in order to maintain F-1 status. **There are no limitations on part-time Curricular Practical Training authorizations; however, 12 or more months of full-time Curricular Practical Training will make the student ineligible for post-completion Optional Practical Training.**

Documents needed to authorize CPT:

1. A **letter from your employer** with a brief description of the employment, the beginning and ending dates of the employment and the name and address of your supervisor, printed on letterhead with an original signature.
2. A **CPT recommendation form**, completed by your Department Chair or Academic Advisor, stating either:
 - (1) That the employment is designed to enhance the student's educational program, directly related to the student's field of study, and will be monitored for academic credit
 - (2) The employment is required to complete graduation requirements for the degree being sought.
 - (3) The employment is through an institutionally-sponsored cooperative education, internship, or work study program.

If an internship is required for the degree, the form must verify this, include a brief description of the work, give the name and address of the employer, the beginning and ending dates of the employment and your expected date of graduation.

If you are receiving academic credit, the form must include how many credit hours are to be awarded, the specific course numbers and titles of the course(s), the name and address of the employer, a brief description of your work, the beginning and ending dates of the employment and your expected date of graduation.
3. **SEVIS I-20** with the CPT authorization (you will receive this during your authorization appointment).

Procedure:

1. Contact the Office of International Admissions to set up an appointment to authorize your CPT employment. Authorizations can take anywhere from 15 minutes – 30 minutes. ***Please set the appointment for at least 3 days prior to the beginning employment date.***
2. At the time of your authorization appointment, please bring with you the **letter from your employer** and the completed **CPT recommendation form**. The Designated School Official will review these materials, and if everything is complete, will authorize CPT employment in the SEVIS system, thereby generating a new Form I-20.
3. Take a copy of your SEVIS I-20 to your employer for their records. The endorsed I-20 constitutes authorization for you to be employed while engaged in Curricular Practical Training and is *not valid for any other employer*.

Note: You must go through the proper procedure of CPT authorization prior to your internship start date.



F-1 STUDENT CURRICULAR PRACTICAL TRAINING
RECOMMENDATION

To Be Completed By Academic Advisor or Department Chair
Please review handout, "Curricular Practical Training for F-1 Students"

TO: Office of International Admissions, Suite GSB308

FROM: _____
Print Name of Faculty/Advisor/Department Chair Title

DATE: ____/____/____

RE: _____
Student's Last Name Student's First Name

I have met with the student listed above and recommend that Curricular Practical Training at *(please print name and complete address of employer)*

be authorized from ____/____/____ **to** ____/____/____ *(The length of the semester; Student must reapply for CPT again very semester if they wish to continue)*
based on the following:

___ The employment is designed to enhance the student's educational program, is directly related to the student's field of study, and is approved by his/her academic department.

___ The employment is required to complete graduation course requirements for the degree being sought by the above student. This includes work necessary to complete thesis or dissertation. Brief description of the work: _____

Number of credits to be awarded: _____ **Course number:** _____

___ The employment is through an institutionally-sponsored cooperative education, internship, or work study program.

This position will be ___part-time (20 hours or less) or ___full-time. *(Please check one.)*

Faculty Signature: _____ **Date:** ____/____/____

Department: _____