Curricular Practical Training (CPT) Application Guide & Tutorial for F-1 International Students

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When do F-1 international students need work authorization?

- **On-Campus**: F-1 students may work on-campus without requesting specific work authorization from the OISS.

- **Off-Campus**: Before beginning ANY paid or unpaid work off-campus (including some volunteer positions), F-1 students must obtain prior and specific work authorization from the OISS/USCIS.
Off-campus employment authorization (CPT or OPT) may be granted to F-1 students under certain circumstances.

- F-1 students who have maintained lawful F-1 student status for at least one academic year (or whose academic program requires immediate off-campus employment participation) can become eligible for off-campus employment authorization.

- Off-campus employment must always be directly related to an F-1 student’s program of study.
Curricular Practical Training (CPT)

- CPT authorization allows an eligible F-1 student to earn required course credit while completing an off-campus employment opportunity (e.g. internship). Enrollment in a required internship/elective course is mandatory for CPT authorization, regardless of the quarter/time of year.

- The internship/elective course must be "an integral part of an established curriculum" and be directly related to the F-1 student's major area of study.

- The internship must either be required by the F-1 student’s curriculum or be an elective that fulfills part of an F-1 student’s degree program completion requirements.
Curricular Practical Training (CPT)

- **CPT is time-specific;** the dates of a CPT authorization will correspond with the dates of the quarter in which an F-1 student is enrolled in a required internship/elective course. CPT authorization dates cannot be backdated and can only be approved for a future start date.

- During the regular academic year (i.e. fall, winter, and spring quarters) and during an F-1 student’s final quarter of study, F-1 students may be employed up to a maximum of 20 hours per week (on and off-campus combined). Full-time employment may only be possible during an F-1 student’s quarter of annual vacation.

- **CPT is employer-specific;** an F-1 student can only be employed for the employer specified on their I-20 during the period of approved CPT authorization.
Off-campus employment cannot begin without possession of a CPT-authorized I-20!

Off-campus employment start date must be on or after the off-campus employment authorization start date listed on a CPT-authorized I-20!
CPT Application Checklist:

1. Read this tutorial in its entirety to make sure you understand the parameters of CPT authorization.

2. Prepare the following documentation:
   - A completed Curricular Practical Training Request Form (sample on next page; available in hard copy from the OISS, or online at http://oiss.depaul.edu). The bottom portion of this form must be completed by your academic advisor or by the person who will be adding the required internship/elective course for you. All of the employer information MUST be completed as this information is required as part of the authorization in the SEVIS system. Please note: in order for your academic advisor to complete the form, you will need to provide a job offer letter from your prospective employer that details your job duties, hours, and starting and ending dates.
   - UIP Courses: Students enrolled in UIP courses will need to contact the University Internship Program in the Career Center (DPC 9500): http://careercenter.depaul.edu/jobs/internships.aspx. CDM students should visit the following CDM website for more information about CDM internship procedural requirements: http://www.cdm.depaul.edu/Current%20Students/Pages/InternshipsandCOOPs.aspx.
   - Provide proof that you have been enrolled full-time since you began your studies at DePaul University and for at least one academic year (unless your academic program requires participating in an off-campus employment opportunity prior to completing one academic year of full-time enrollment). To show this, you can print your unofficial transcript from the Campus Connection website: https://campusconnect.depaul.edu. You will also need to show that you are actually enrolled in the required internship/elective course for the quarter that you are requesting CPT authorization. The OISS will NOT be able to process your CPT authorization until the required internship/elective course is showing on your Campus Connection unofficial transcript.
   - Provide copies of your passport and paper or electronic I-94 record (only if you have traveled recently or you have extended your passport, and we do not already have photocopies of these updated documents).
   - Verify that your (U.S.) home address is current and active in Campus Connection before submitting your CPT application to the OISS.

3. Submit your completed Curricular Practical Training Request form and other CPT application documents to the OISS front desk (DPC 9300). Your new SEVIS I-20 reflecting CPT authorization will be ready for you to pick up from the front desk of the OISS approximately one week from the date you submitted your completed request to the OISS front desk. Incomplete documentation will result in delayed processing of your request.

4. Collect your updated I-20 (showing CPT authorization) from the OISS prior to the start of your employment. You will need your new I-20 with you on your first day of off-campus employment to demonstrate your legal authorization to be employed.

Please note that students who have received one year or more of full-time CPT authorization are ineligible for post-completion Optional Practical Training.
Curricular Practical Training (CPT)

Sample Curricular Practical Training Request Form

Student Information Section

Academic Advisor Section
Curricular Practical Training (CPT)

- F-1 students who are already out of status are not eligible for CPT authorization or any other immigration benefits
- If an F-1 student is employed without prior authorization:
  - The OISS will terminate the student’s SEVIS record
  - The student must exit the United States
  - Reinstatement is not an option; re-entry to the United States is not guaranteed
OISS Contact Information

- **Location:** DePaul Center
  9th Floor, Suite 9300

- **Hours:** 9AM to 5PM
  Monday through Friday

- **Phone:** 312-362-8376

- **Fax:** 312-362-8018

- **Email:** OISS@depaul.edu

- **Web:** http://oiss.depaul.edu