

## Curricular Practical Training (CPT) Information Form for F-1 Students and Potential Employers

Definition: Curricular Practical Training (CPT) is a benefit available to qualified F-1 visa students which allows them to gain practical experience in their field of study while pursuing their degree.

The eligibility requirements are as follows:

- Student must be lawfully enrolled on a full-time basis in the U.S. for one full academic year prior to the time the proposed CPT would begin;
- Student's eligibility to engage in an internship must first be determined by the student's academic department, and, if eligible, the student must enroll in the appropriate academic course (as advised by the academic department);
- The CPT employment must be through a specified employer (as noted below);
- Student and his/her academic advisor must complete the *CPT Request Form* and return it to the International House for review and processing of the CPT authorization on a new Form I-20 before the CPT employment is allowed begin;
- CPT can only be approved before completion of a student's degree, and the end date cannot be later than the student's date of graduation.

Please note: CPT can be approved for one semester (maximum of 20 hours per week) or summer period (up to 40 hours per week) at a time. A student and his or her academic advisor must complete this process each semester, if the student is eligible to continue his/her internship under CPT. Each academic department has its own rules with regard to the number and length of internships allowed, so please contact your academic department regarding their policies.

**Section A: Student Information** – Checklist of steps which a student applicant must complete:

	Inform the Office of International Programs regarding internship possibility
	Consult with academic department and academic advisor regarding eligibility to engage in an off-campus internship
	If eligible, obtain departmental approval and enroll in the appropriate WU course and number of credit hours as advised by the academic department
	Complete <i>CPT Request Form</i> (with academic advisor) and submit to the Office of International Programs <b>before beginning internship</b> . If a student does not complete this step before beginning employment, he/she will be in violation of his/her F-1 status and may be required to depart the U.S. immediately or be subject to other penalties
	Pick up new Form I-20 with CPT Authorization on page 3 and provide a copy to employer. <b>The student is able to begin the internship only after providing a copy of the new Form I-20 to the employer.</b>

**(Information for Potential Employers on back)**

## Curricular Practical Training (CPT) Information Form for F-1 Students and Potential Employers (continued)

### **Section B: Information for the Potential Employer**

According to the U.S. CIS (Immigration) regulations, an F-1 visa student is not eligible to work off-campus without prior authorization from the international office and before providing proof of the authorization to the hiring employer.

**This CPT authorization will be noted at the top of page 2 on the student's Form I-20 document and must be provided to the employer before the student begins employment;** otherwise, the student will be in violation of his/her F-1 visa status and the employer may face consequences for hiring an F-1 student illegally.

*I, the potential employer, have read and agree to follow the instructions as noted in Section B.*

Company name: \_\_\_\_\_

Printed name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax (785-670-1067) or scan ([international@washburn.edu](mailto:international@washburn.edu)) this signed page to the Office of International Programs after completing the above information.

Please also include a signed offer letter on official company letterhead, including the following information:

1. Type of training with specific job responsibilities
2. Location of the training
3. Whether the training will be part-time (20 hours or less per week) or full-time (more than 20 hours per week) Note: Full-time CPT is only possible during the summer term
4. Beginning and ending dates of the training. Note: Authorization is given on a semester basis and must be renewed before a student is able to continue.

If you have any questions regarding Curricular Practical Training or F-1 visa students, please contact Heidi Staerkel, Coordinator of International Student Services at 670-2087 or [heidi.staerkel@washburn.edu](mailto:heidi.staerkel@washburn.edu)