

F-1 Curricular Practical Training(CPT)

Definition of Curricular Practical Training

U.S. immigration regulations define Curricular Practical Training (CPT) as employment which is an integral or required part of your curriculum.

Eligibility Requirements

For an internship to be considered as CPT, the employment must be related to your major field of study and an integral part of your degree program. Training that is required by your degree program will always qualify as CPT. However, at this time, most Brown University degree programs list internships as optional only.

To be considered eligible to apply for CPT based on a job that is recommended, but not a required part of your academic program (i.e. an internship) you must:

- be in lawful F-1 status;
- have been enrolled as a full-time student for at least one academic year; and
- **[graduate students]** register and enroll in an internship course or research unit(s) offered through your academic department
- **[undergraduate students]** develop an independent study with a faculty member in your area of academic concentration based on the internship experience. You must then enroll in the independent study course the semester subsequent to the internship (e.g. fall enrollment following a summer internship). Undergraduates must also obtain approval from the Office of the Dean of the College.

Part-Time vs. Full-Time CPT

Part-time: Employment not to exceed a total of 20 hours per week

- The employment authorization that an OISSS international student advisor enters on page three of your Form I-20 will specify permission to engage in part-time training. You must be careful to limit the employment to 20 hours per week.
- You must be considered a full-time student for immigration purposes during the semester you are authorized for part-time CPT.
- The credit(s) you earn for CPT will be counted in determining your full-time student status.

Full-time: Employment over 20 hours per week

- The employment authorization that an OISSS international student advisor enters on page three of your Form I-20 will specify permission to engage in full-time training.
- Generally eligible only during the annual vacation, provided that you are eligible and committed to registering for the next semester
- Graduate students who have completed all course requirements and are engaged in thesis/dissertation preparation may be eligible for full-time CPT during the academic year only if the training constitutes an integral part of their thesis/dissertation research.

Effect of CPT on Optional Practical Training (OPT)

The amount of time for which you are authorized to engage in CPT is not deducted from the 12 months of Optional Practical Training (OPT) available per degree level **unless** you were authorized for a cumulative total of 12 months or more of full-time CPT. At that point you would lose your eligibility for OPT upon completion of your academic program. Part-time CPT has no impact on OPT eligibility.

Important Considerations

- You must not continue employment beyond the date authorized on your Form I-20
- You may only work for the employer specified on your Form I-20.
- Once approved, CPT will be counted whether or not you actually work for the entire authorized period of employment.

CPT APPLICATION PROCEDURE

1. Attend a CPT workshop (offered twice each semester). Visit the OISSS website for further information.
2. Please contact the OISSS at least 2 weeks in advance of your intended CPT start date to allow adequate time for an advisor to determine if you meet CPT eligibility requirements and process your application.
3. [Undergraduates Only] See *3 below
4. **A consultation with an OISSS advisor is required for all CPT applicants.**

Bring the following to your consultation:

- **OISSS CPT Request Form (attached)**
- **Current Form I-20, Passport, and I-94 Arrival/Departure Card**
- **Offer letter from the employer.** This letter must be on company letterhead; indicate the specific dates of employment; and clarify that the offer is not for a permanent position.
- **Letter from a professor in major concentration.** This letter must be on departmental letterhead and must include: the employer's name and address; the specific dates of the recommended training; and whether the employment per week is full-time (over 20 hours) or part-time (up to 20 hours). The letter must also include a detailed description of the training, stating **either:**

- that the work is an integral part of the student's field of study and that the student has enrolled in (specify course listing) and will receive academic credits for the experience.

or

- that the employment is required by the student's academic program at Brown University (limited to those in graduate programs which require internships of all students).

5. Upon the fulfillment of all application requirements, the OISSS will create a new Form I-20 indicating the CPT employment authorization dates, whether full- or part-time, and the name and address of the employer. **Please allow 3 business days** for processing before picking up your new I-20 from OISSS.

ADDITIONAL REQUIREMENT FOR UNDERGRADUATE STUDENTS

- * 3. Provide proof of independent study arrangement to Dean Christina Furtado in the Office of the Dean of the College (DOC). You should request that the professor who is sponsoring your independent studying send an e-mail directly to Dean Furtado. The email must follow the format below and include all the required details. The DOC will not accept emails forwarded from the student.

Date

*Office of the Dean of the College
201 University Hall, Box 1828*

Re: CPT approval for (Name of Student)

To Whom It May Concern:

I am writing to confirm that (Name of Student) has arranged to complete an independent study under my supervision. (Name of the Student) will register for (course rubric) in fall _____. The coursework for this independent study will be based upon the internship that the student will undertake at (Name of Organization) from (start date) to (end date). As per the agreement, the grade for the independent study will be based upon the following: _____ (some examples include: research paper, reflective essay, etc.)

Instructor's Name, Title

The DOC will notify OISSS directly if the independent study is authorized as an integral part of your curriculum.

CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Office of International Student and Scholar Services (OISSS)

All students requesting CPT are required to consult with an OISSS international student advisor. Please visit the OISSS during the Open Advising Hours (1:30-3:30pm Monday-Thursday) or call 401-863-2427 (on-campus: x32427) to schedule an appointment. If approved, please allow 3 business days for OISSS to issue your new Form I-20 indicating the CPT approval.

Documents which must be submitted with this request form:

- Current Form I-20, passport with visa, and I-94 card
- Offer letter from the employer
- Letter from a professor in your major field of study

Note: Dean of the College approval is also required for undergraduate students

Today's Date _____

Last Name _____ First Name _____ Date of Birth _____

Local US Address* _____
Street Address *Apartment Number*

City *State* *Zip Code*

* If you live on-campus, indicate your residence hall and room number _____

Local US Phone _____ Phone type: ___ cell ___ land line ___ residence hall

Anticipated Date of Completion of Program _____ Level of education [e.g. B.A., Ph.D.] _____

Major field of study _____ Dependent Spouse or Children I-20 Required? ___ Yes ___ No

Indicate begin and end dates of all previously authorized practical training employment:

Previous OPT date(s) _____ Previous CPT date(s) _____

New CPT Start Date (mm/dd/yy) _____ End date _____ Full/Part time _____

New Employer Name and Address:

Company name *Contact person with phone number*

Street Address *City* *State* *Zip Code*