**F-1 Curricular Practical Training (CPT)**

**For Undergraduate Students**

**WHAT IS CPT?**
U.S. immigration regulations define Curricular Practical Training (CPT) as authorized off-campus employment which is an integral or required part of your curriculum and course of study.

**AM I ELIGIBLE FOR CPT?**
For an internship to qualify for CPT, your employment must be deemed as integral to your academic concentration. Training that is required by your concentration will always qualify as CPT. Currently only the Economics and Computer Science concentrations offer professional tracks that require an internship.

To be eligible to apply for CPT you MUST:
- be in lawful F-1 status;
- have been enrolled as a full-time student for at least one academic year;
- have an employment offer;

AND
- develop and enroll in an independent study course based on your internship experience, OR
- have declared professional track concentration which has an internship degree requirement.

**HOW MANY HOURS CAN I WORK?**
The hours of employment per week that you are able to work will be marked on the new I-20 as part of the CPT authorization (page 3). You must be careful NOT to exceed the hours of employment you are authorized for.

**During academic semesters**
- Limited to part-time (20 hours per week or fewer)

**During summer break**
- Part-time or full-time (more than 20 hours per week) allowed

**WILL CPT AFFECT OPTIONAL PRACTICAL TRAINING (OPT)?**
If authorized for a cumulative total of 12 months or more of full-time CPT, you are no longer eligible for any OPT (12 months of work authorization that can be used prior to or upon completion of an academic program). For more information about OPT: [http://brown.edu/Administration/OISSS/students/docs/OPT.pdf](http://brown.edu/Administration/OISSS/students/docs/OPT.pdf)

Part-time CPT has no impact on OPT eligibility.

**WHAT ARE THE LIMITATIONS FOR CPT?**
- You cannot start off-campus work prior to obtaining authorization from OISSS.
- You may not continue off-campus employment beyond the date authorized on your Form I-20.
- You may only work for the employer specified on your Form I-20.

**WHERE DO I FIND MY CPT AUTHORIZATION?**
Once students have submitted all the required documents (see instructions below) and, if all requirements are met, 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 OISSS three business days from submission of a complete application to the OISSS and Dean of the College (DOC) approval before picking up the new I-20.
CPT APPLICATION INSTRUCTIONS

Read instructions carefully.

1. PLAN AHEAD
   • Consultation with OISSS is RECOMMENDED prior to applying - Attend a CPT workshop (offered twice each semester) or make appointment with OISSS advisor to discuss internship/employment offer.
   • Declare Concentration - CPT employment must be related to the student’s field of study (concentration).
   • Plan to have all documents prepared at least 3 weeks in advance of your intended CPT start date to allow for adequate time to process your application.

2. SECURE INTERNSHIP AND OBTAIN OFFER LETTER
   • Employment Offer Letter: The letter must be on employer letterhead and include the following:
     o specific start and end dates of employment
     o detailed description of job duties
     o state whether full-time/part-time
     o statement clarifying that the offer is not for a permanent position
     o employer signature (required)
   
   If your concentration does not require an internship, email copy of offer letter to both Dean Adetunji (oludurotimi.adetunji@brown.edu), Dean Bhattacharyya (maitrayee.bhattacharyya@brown.edu), and to OISSS (oisss@brown.edu).

3. PLAN INDEPENDENT STUDY COURSE (If professional track, skip #3 and go to #6.)
   • Faculty Sponsor: Identify a faculty member to supervise an independent study course in your concentration.
   • Define Independent Study: In cooperation with this faculty member, define the topic and primary reading material of your independent study course, and how the course relates to your proposed internship.
   • Concentration Advisor: The independent study course must be deemed integral to your concentration study by your concentration advisor.
   • Approved Plan: Email approved plan to Deans Adetunji and Bhattacharyya. The plan should include the course number of your independent study course, and the names of your faculty sponsor and your concentration advisor. Copy both your faculty sponsor and your concentration advisor on this email.

4. FACULTY LETTER
   Ask your faculty sponsor and concentration advisor to each email to Dean Adetunji and Dean Bhattacharyya a copy of a letter (on department letterhead) that includes:
   o a description of the faculty member’s understanding of the training
   o independent study course number and semester of enrollment
   o confirmation from the professor that the independent study course will be based on this training
   o confirmation from concentration advisor that the independent study course is an integral part of your academic concentration
   o signatures from your concentration advisor and the professor supervising the independent study course

5. OBTAIN DEAN OF THE COLLEGE (DOC) APPROVAL
   To obtain DOC approval, schedule a meeting with either Dean Adetunji or Dean Bhattacharyya to review your application. Bring your completed CPT Request Form (see link in #7) to this meeting. Approval notification will be emailed directly from DOC to OISSS.

6. INTERNSHIP REQUIREMENT CONFIRMATION (If arranging independent study, continue to #7.)
   For students in a professional track (e.g. Economics or Computer Science) that requires an internship, obtain a confirmation from your concentration advisor. Written confirmation should be on letterhead and include the following information:
   o Verification that you are enrolled in the professional track and whether this meets the 1st or 2nd internship requirement
   o A short description of the advisor’s understanding of the training (including employer information and dates)
7. SUBMIT A COMPLETE CPT REQUEST TO OISSS

Bring the following:
- Complete CPT Request Form: [http://brown.edu/Administration/OISSS/students/docs/CPTRequestForm.pdf](http://brown.edu/Administration/OISSS/students/docs/CPTRequestForm.pdf)
- Copy of faculty letter(s) or written confirmation of internship requirement
- Copies of most recent I-20, passport, and copy of I-94 card (front and back) OR I-94 printout (www.cbp.gov/i94)

8. OISSS REVIEW & AUTHORIZATION

Once all requirements are met the OISSS will create a new I-20 indicating the CPT employment authorization dates, whether employment is full- or part-time, and the name and address of the employer.