

F-1 Curricular Practical Training

Definition of Curricular Practical Training

Practical training is temporary employment to gain practical experience in the field of study. Curricular practical training is available to F-1 students before completion of the educational objective and is off-campus employment authorized by International Student & Scholar Services to students meeting the eligibility requirements. According to F-1 regulations, curricular practical training (CPT) must be “an integral part of an established curriculum.” At NMSU, an F-1 student can qualify for CPT if the off-campus employment is: (1) a requirement of the degree program; (2) a component of a graduate’s student thesis or dissertation research; or (3) a requirement for academic credits approved by the academic advisor as integral to the degree program.

Eligibility

Curricular practical training is available to F-1 students before completion of the educational objective. The student must have been enrolled on a full-time basis for one full academic year (two semesters) before are eligible for CPT. One exception is for graduate students whose programs require immediate curricular training.

CPT can be full-time (over 20 hours per week) or part-time (20 hours or less per week). For part-time CPT, the F-1 must also enroll full-time at NMSU. **Full-time CPT approved by the NMSU Cooperative Education Program is considered full-time enrollment and part-time course registration is optional.**

Procedures

The following items must be submitted to International Student and Scholar Services (ISSS) before a CPT I-20 can be issued.

1. Complete page 1 of the F-1 CPT Request Form.
2. Meet with Academic Advisor to discuss your internship proposal. If your internship meets one of the options on Academic Advisor’s Recommendation Form bring completed form to ISSS.
3. If you are applying for Co-op or internship position that meets the NMSU requirements, ISSS will sign your CPT Request Form and you will schedule an appointment with the NMSU Cooperative Education and Internship Program. The required paperwork for the Cooperative Education and Internship Program must be completed for the CPT approval process.
4. If your work authorization is based on enrollment in internship credits, bring proof of course registration and letter from employer indicating dates of employment, hours per week, location of employment and job duties to ISSS.
5. All CPT approvals require proof of valid health insurance during the CPT period.

Reminders

If CPT is approved, you will be issued a new I-20 with your CPT employment authorization on page 3. Written authorization from an ISSS DSO on the I-20 is mandatory. Failure to receive CPT authorization prior to the start of your employment is a violation of your F-1 status.

Employment cannot begin prior to the starting date on I-20 or extend past the CPT ending date without authorization.

An F-1 student using full-time CPT for one year or more is not eligible for optional practical training (OPT). Use of part-time CPT does not affect OPT eligibility.

F-1 CPT REQUEST FORM

This form is required for F-1 international students requesting curricular practical training (CPT). Curricular practical training may be authorized for students on F-1 visas who have maintained their immigration status and have completed full-time enrollment for two semesters in the US prior to the starting date of the internship, if applicable. CPT is salaried employment which is directly related to the student’s field and level of study and this internship is **directly related and an integral part of an established program**. The following information is needed in order to comply with US Citizenship and Immigration Services (USCIS) regulations.

PLEASE PRINT

Name _____
Last Name
First Name

NMSU ID Number _____

Current Major: _____ Current Level: ___ Associate’s ___ Bachelor’s ___ Master’s ___ Doctorate

Previous Practical Training (CPT or OPT) Yes ___ No ___

List Dates of Curricular Practical Training _____

List Dates of Optional Practical Training _____

Describe your proposed CPT employment _____

Company name _____ Address _____

CPT beginning on _____ ending on _____

Employment will be ___ full-time (more than 20 hours per week)
___ part-time (20 hours or per week)

Your signature: _____ Date: _____

Current email address _____

Student's Name _____
Last Name First Name

Academic Advisor's Curricular Practical Training Recommendation Form

This F-1 student has proposed off-campus employment in the field of study in compliance with F-1 curricular practical training immigration regulations. As defined in the federal guidelines governing F-1 student visas, the curricular practical training must be an integral part of an established curriculum. Students authorized for full-time CPT through the Cooperative Education Program are classified as full-time students by NMSU. CPT which is 20 hours or less per week is part-time and the student must also register full-time during the CPT period.

Please review the following CPT options and complete the following if this student is eligible for CPT.

Program Completion

1. The student will graduate (semester and year) _____
2. All courses required for the academic degree (excluding thesis/dissertation credits) have been completed
___ Yes ___ No
3. Expected date of thesis/dissertation defense (if applicable) _____
4. Employment is authorized by the academic department based on the following:
 - Off-campus employment is a degree requirement for this student.
 - This internship is a part of the student's thesis or dissertation research.
 - (a) Student will register for the following course and credits based on this employment
Course number _____ Number of credits _____
(b) Which semester will student register for this class? _____

Academic Advisor's Signature

Name (please print)

Academic Department

Date

INTERNATIONAL STUDENT & SCHOLAR SERVICES

This F-1 student is eligible to apply for positions through the NMSU Cooperative Education Office.

ISSS Staff

Date