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 becoming 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.

**Note:** CPT will not be approved in a student’s final semester unless: 1) the training/internship is required in the final semester for completion of the degree program, and 2) all students enrolled in this degree program must complete a training/internship in the final semester to satisfy degree requirements. CPT eligibility is determined by the department’s curricular policies and not by the student’s desire for employment. A student may be eligible to apply for pre-completion OPT for training/internship authorization in those cases where CPT is not appropriate.

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**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.

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**PLEASE PRINT**

Name __________________________________________________________

First Name

Last 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 ___________________________
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