



**Curricular Practical Training (CPT):** is a type of work authorization for F-1 visa students in the United States that allows them to participate in internship opportunities directly related to their field of study while still pursuing their program.

Students must secure a training opportunity (such as an internship offer) before CPT can be authorized. Students must not begin work until CPT is officially approved and reflected in their I-20.

#### BASIC REQUIREMENTS FOR CPT:

Before applying for Curricular Practical Training (CPT), please **carefully review the following important guidelines** to ensure you meet all eligibility and compliance requirements. The form must be completed by the student and an academic advisor (from the student's department):

Summer CPT Rules	Fall & Spring CPT Rules
<ul style="list-style-type: none"><li>• May be full-time: Allowed only in <b>summer</b>.</li><li>• May be enrolled in co-op credits or coursework credits.</li><li>• If done for 12 months or more, students will not qualify for Optional Practical Training (OPT.)</li><li>• Students may work 20 hrs on CPT and 20 hrs of on-campus/assistantship employment. However, employment should not exceed 40 hours, combined with CPT.</li></ul>	<ul style="list-style-type: none"><li>• Allowed <b>part-time only</b> during fall, spring, or summer.</li><li>• Must maintain full-time enrollment.</li><li>• Students must enroll in 3-6 credits of coursework in-person or hybrid.</li><li>• It has no effect on OPT.</li><li>• Students may be on a GA/TA/RA but should not exceed a total of 20 hours of employment combined with CPT.</li></ul>

#### 1. One Academic Year Enrollment Requirement

- You must be enrolled full-time and have maintained your F-1 status for at least one academic year (fall and spring) before being eligible to apply for CPT.

**Exception:** If you are a graduate student and, if your program requires a course-based internship in the first year, the one-year requirement may be waived. Please contact your academic department for confirmation, followed by ISSS indication.

#### 2. Full-Time Enrollment Requirement

- You must maintain full-time enrollment while on CPT.
- For Fall and Spring CPT, your coursework must include an in-person classroom component.
- Grad students must enroll in at least 6 in-person credits.
- Students must enroll in 9 credits in Fall/Spring:
  - Enroll in 3-6 credits of CPT-related courses
    - a. 10 hours/week CPT = 3 credits CPT/thesis → Eligible for 10 hours GA/RA/TA
    - b. 20 hours/week CPT = 6 credits CPT/thesis → NOT eligible for GA/RA/TA

#### 3. Academic Program Progress

- CPT must not delay or interfere with your timely program completion.
- Keep in mind your F-1 status is for studying. CPT is a benefit only.



#### 4. CPT Approval Timeline

- CPT can only be approved one semester at a time.
- Employment must occur within the semester dates.
- The CPT application deadline is aligned with NMSU class enrollment deadlines:  
[🔗 NMSU Important Dates – Records Office](#)
- Submit your CPT application at least 3 weeks before the semester begins or CPT start dates.

#### 5. Type of CPT

Your advisor will confirm the type of CPT on your CPT Request Form:

- Required (Course-Based) CPT
- Optional (Co-Op Based) CPT

#### 6. Offer Letter Requirement

- The student must have a job offer in writing on the company letterhead with the student's full name, with the future start and end dates, salary, role of the student, employer address and employment location if different from employer address.

#### 7. Immigration impact

- You must NOT start working until your CPT authorization is approved on the 2<sup>nd</sup> page of your I-20.
- Working off-campus without CPT authorization is a serious violation of F-1 status and may result in the termination of your I-20 and loss of immigration benefits.

#### 8. Impact on OPT Eligibility

- Full-time CPT for 12 months or more = No post-completion OPT at the same degree level.
- Part-time CPT has no effect on OPT eligibility.

#### 9. Full-Time Enrollment Requirement

- You must maintain full-time enrollment while on CPT.
- For Fall and Spring CPT, your coursework must include an in-person classroom component.
- Grad students must enroll in at least 6 in-person credits.

#### 10. Academic & Immigration Status

- Maintain a minimum GPA of 3.0
- Maintain valid F-1 status and full enrollment at NMSU prior and while on CPT

#### 11. Health Insurance

- Students will continue to be enrolled in NMSU-sponsored health insurance while on CPT.

#### 12. Record Keeping

- Retain copies of your CPT authorization, offer letters, and employment records for future reference (e.g., OPT, H-1B, Green Card).

#### 13. Minor: CPT cannot be authorized based on a student's minor or general graduation credit.



### APPLICATION DOCUMENTS:

**Email ISSS office a copy of the following:**

1. **Offer Letter:** You must have a job that is directly related to your major and it must be on the company letterhead which includes:

- Full name of the student
- Physical address of the employment (or remote work location)
- Job title and detailed job description/job responsibilities
- Number of work hours per week
- Specific CPT start and end dates
- Employer's name (as it should appear on my I-20)

2. **Completed and Signed CPT Application Form**

**Note:** The deadline to apply for CPT is based on the deadlines for class enrollment for the semester posted by NMSU- Records office <https://records.nmsu.edu/students/important-dates.html> **Submit the completed and signed CPT Application:** CPT Application at least 3 weeks before the proposed start date.

3. **Copy of your passport information page**

4. **I-94 record**

*\*We may request additional documentation depending on the type of CPT. Your advisor may need to provide a letter, if applicable, as will be indicated in the advisor section.*

### TO BE COMPLETED BY STUDENT:

Full Name: \_\_\_\_\_

As indicated on I-20

Aggie ID: \_\_\_\_\_ DOB: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

U.S Phone number: \_\_\_\_\_ NMSU Email: \_\_\_\_\_

Current U.S Address: \_\_\_\_\_

Street, City, State & Zip Code

### Program Details:

Current Education Level:              Masters              Doctorate

Current Major on I-20: Major 1: \_\_\_\_\_ Major 2: \_\_\_\_\_

Current program end date on your I-20: \_\_\_\_\_

Have you applied for graduation?              Yes              No

Will you be employed on campus next semester?              Yes              No

Cumulative GPA: \_\_\_\_\_



**Academic Advisor/Department information:**

Name: \_\_\_\_\_ NMSU Email: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employer information:**

Employer Name as it will be indicated on I-20: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employment type:          Part-time CPT  $\leq$  20 hrs/wk          Full-time CPT  $\geq$  21 hrs/wk

☐ On Location - Address: \_\_\_\_\_

☐ Remote - Address: \_\_\_\_\_

☐ Hybrid - Details: \_\_\_\_\_

**CPT Information**

Have you previously applied, and been issued an I-20 for CPT?          Yes          No

If yes, please give the dates and education level: \_\_\_\_\_

Semester you Intend to apply for CPT?          Fall          Spring          Summer

Proposed **CPT Start Date:** \_\_\_\_\_ Proposed **CPT End Date:** \_\_\_\_\_

**Curricular Integration Explanation:** CPT authorization allows a student to engage in practical training, paid or unpaid, that is an integral part of an established curriculum and is directly related to the student's major area of study. The goal of CPT must be to advance the student in his/her academic program in a specific and definable way.

**Explain how CPT training is curricular:** *Please be as detailed as possible as this explanation will be included to your SEVIS record when issuing the CPT I-20.*

**Student Signature and Date:** \_\_\_\_\_





**TO BE COMPLETED BY ACADEMIC ADVISOR:**

Regulations indicate that CPT must not interfere with a student making normal progress towards their degree. Also, **CPT will not be approved in the final semester.**

1. Has the student **completed all their coursework**? ☐ Yes ☐ No  
If No, how many credits do they need to complete their coursework? \_\_\_\_\_
3. Is the student currently working only on their **thesis/dissertation**? ☐ Yes ☐ No
4. When do you anticipate the **student will be graduating**?  
Please provide the semester and year: \_\_\_\_\_
5. **Will this CPT take place in the student's final semester?** ☐ Yes ☐ No
6. If the CPT is for Fall and/or Spring semester, **please explain how the In-person component will take place.** Federal regulations require international students to have a minimum of 6 credits of in-person classes.

**7. Types of CPT:**

☐ **Option 1: Required (Course-based CPT)**

**Note:** If choosing option 1, employment that is required for a specific credit-bearing course that will count towards your degree. Please submit documentation showing that this practical training is a requirement for students to complete their academic program. The requirement should be clearly indicated in the University catalog or in departmental informational materials (such as website, syllabi, etc.) and the student **MUST** be enrolled in Internship credit course.

This type of CPT is an integral part of the student's academic program, directly related to the major field of study and required for the degree program.

- The CPT must be tied to a specific course in the curriculum.
- The student must register for the CPT course during the entire CPT period.
- Students may be enrolled full-time or part-time during summer, but only part-time during fall or spring semesters.
- Graduate students in the thesis/dissertation phase may engage in CPT if the work is essential for completing the thesis/dissertation, as confirmed by their advisor.



**Required Documentation** (on official department letterhead):

The letter must be written and signed by your program advisor or department head and must include:

- A brief description of current thesis or dissertation project
- An explanation of how the proposed CPT employment is integral and essential for completing your academic program
- The expected outcome of the internship or work experience

**Name and CRN of the course student will enroll in:** \_\_\_\_\_

☐ **Option 2: Non-Required (Co-operative CPT)**

**Note:** If choosing option 2, employment is part of an established, formal co-operative educational agreement between Co-Op office and a specific employer. Students will need to work with Co-Op office and make sure to be enrolled in Co-Op credits.

A cooperative CPT (Co-Op) is a **work-based learning experience** that is not required for graduation but must **advance/enhance the student's academic program**.

**Steps and Requirements:**

**Step 1:** CPT must be **recommended and signed by the student's academic advisor/department**

**Step 2:** Student must email

- Internship offer letter
- CPT application to ISSS office
- A letter from the advisor as indicated previously indicating how CPT advances the student in their program of study and what is the expected outcome out of this CPT.

**Step 3:** ISSS office will review and if eligible submit it to Co-op office.

**Step 4:** Co-op office will have an orientation with the student and reach out to the internship supervisor via Handshake.

**Step 5:** After internship supervisor approves via handshake, ISSS office will receive notification.

**Step 6:** Co-op office will register the student for Co-op credits. (Students should make sure there are no holds on their account).

**Step 7:** ISSS office will issue the student a CPT approved I-20 for specific dates, employer and location after enrollment /registration of co-op credits.

(Students may work **part-time or full-time in summer**, but only **part-time in fall or spring** Please refer to the Co-Op credit description on Page.1)

Is this internship part of the **Bridge Inspection Program Co-Op**? Yes No



### Attestation by the Academic Department Advisor

According to immigration regulation 8 CFR 214.2 (f)(10), an international student on F-1 visa may be authorized to participate in a practical training program to engage in temporary employment to gain practical experience in his or her field of study. Curricular Practical Training (CPT) must be an integral part of an established curriculum, and is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

Since CPT is not convenient employment, but an integral part of an established curriculum, it is for the academic department advisor to decide if a job offer qualifies for CPT and how many semesters a student may be approved to participate in a CPT. ISSS staff is required by law to certify under penalty of perjury the student's eligibility for employment authorization in SEVIS in order to approve the student to engage in CPT. We therefore rely upon your careful evaluation of the student's employment letter and the curricular information and will only grant CPT authorization on SEVIS based on your academic recommendation.

### Please review all the statements below and check to certify the following:

- ☐ I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's program of study and is directly related to the student's major area of study. This employment opportunity will advance and enhance the student's academic program in specific and definable way.
- ☐ To the best of my knowledge all of the above information is accurate.

**Please note:** The ISSS office will request a final evaluation of the internship at the end of the semester (or each semester if CPT is continued for more than one semester). This evaluation must consist of a brief explanation on how the internship enhanced and advanced the student in their program of study.

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### Academic Department Advisor's Name, Signature and Date

*For questions or assistance, please contact the International Student & Scholar Services office at [iss@nmsu.edu](mailto:iss@nmsu.edu) or by phone at 575-646-2834*