

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:

Instructions: Please read the following information and instructions thoroughly. The form must be completed by the student and an academic advisor (from the student's department).

1. **Academic Standing:** Students are eligible for CPT if they are in F-1 status and have been studying full-time for at least one academic year.
2. **Academic GPA:** Students must also be in good academic standing (minimum 2.0 GPA for undergraduates).
3. **Major Field Alignment:** CPT can only be approved based on the student's major field of study (verified in Banner/NMSU school system). Undergraduate students must have declared their major field of study to be eligible for Curricular Practical Training.
4. **Job Offer Requirement:** The student must have a job offer in writing on the company letterhead with the student's full name, with the work start and end dates, salary, responsibilities of the student, employer address and employment location if different from employer address.
5. **Curriculum Integration:** The practicum either may be a required or an optional part of the curriculum.
 - If the CPT is a **Required (Course based CPT)** and the department will enroll the student in Credit bearing internship courses. ***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.*
 - If the CPT is a **Non – Required (Co-operative CPT)** in the field of study, then the student **MUST** work with Co-op office and be enrolled in Co-Op credits.
6. **Program Requirement:** CPT cannot be granted if it does not fulfill a major program requirement. Even though employment may be a good opportunity and provide valuable work experience, if it does not fulfill a program requirement, it does not qualify for CPT.
7. **Course enrollment:** The students must continue to be enrolled in coursework credits. Such courses must be in-person or hybrid to be able to comply with the class requirements. This is required for the **fall and spring** semesters. During summer, the student is allowed to enroll in either coursework credits or co-op credits depending on the type of CPT.
8. **Insurance Requirement:** As a current student of NMSU you must continue to be enrolled in NMSU mandated insurance

Full-time vs. part-time CPT

Full-time CPT Rules	Part-time CPT Rules
<ul style="list-style-type: none">• Allowed only in summer• May be enrolled in co-op credits or coursework credits• If done for 12 months or more, students will not qualify for Optional Practical Training (OPT)• Full time CPT will be approved in the summer semester only.• Students may work 20 hrs on CPT and 20 hours of on-campus employment. However, employment should not exceed 40 hours, including CPT.	<ul style="list-style-type: none">• Allowed during fall, spring or summer• Must maintain full-time enrollment• Students must enroll in a minimum of 6 coursework credits in-person or hybrid• Has no effect on OPT, if it is no more than 12 months.• Students may have on campus employment but should not exceed 20 hours of employment combined with CPT.

Application documents:

Email ISSS office a copy of the following:

- Completed CPT Form signed by your Academic Department Advisor
- Copy of your passport information page
- I-94 record
- Copy of your internship offer letter

To complete 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: Associate Bachelor

Current Major on I-20:

Major 1: _____ Major 2: _____

Current program end date on your I-20: _____

Have you applied for graduation? Yes No

Academic Advisor/Department information:

Name: _____ NMSU Email: _____

Department: _____ Phone: _____

Employer information:

Employer Name as it will be indicated in I-20: _____

Employer Address: _____

Employment type: Part-time CPT \leq 20 hrs/wk Full-time CPT $>$ 20 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: _____

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 for issuing of 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. How many credits does the student still need to graduate from their current program? _____
2. When do you anticipate the student will be graduating? Please provide the semester and year:

3. **Will this CPT take place in the student's final semester?** ☐ Yes ☐ No

4. 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.*

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.*

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 approval.

Certification

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 and will advance the student's academic program in specific and definable way. To the best of my knowledge all of the above information is accurate.

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

I confirm that I have reviewed the internship offer letter of the student and this internship is an integral component of his/her program and is directly related to the student's major area of study and will advance the student's academic program in specific and definable way. To the best of my knowledge all the above information is accurate.

At the end of the work experience, I will submit the final evaluation of the internship at the end of each semester.

Academic advisor name, signature and date:

For questions or assistance, please contact the International Student & Scholar Services office at isss@nmsu.edu or by phone at 575-646-2834