



CURRICULAR PRACTICAL TRAINING FOR STUDENTS ON F-1 VISAS

- Curricular practical training is defined by the U.S. Citizenship and Immigration Service (USCIS) as employment that is integral or an important part of a student's curriculum. It may include internships/practicums (included/not included) or a co-op program. Employment not required by the degree program or arranged through an approved co-op agreement, must earn academic credit. The employment must be related to the student's major field. Earning academic credit for the curricular practical training authorization requires that a student register for a Directed Study course, Independent Study course or a course in the established curriculum that requires the employment. The enrollment should occur in the semester in which the employment begins or as close to the beginning of the curricular practical training as possible. A student's failure to enroll for and complete the course violates the curricular practical training regulations and will jeopardize a student's legal status. OIA provides the authorization for curricular practical training. Once students satisfy all requirements for their degree programs, they lose eligibility for curricular practical training.

Eligibility

- Students must have completed full-time studies for one full academic year and must be pursuing an academic program. An exception to this rule allows graduate students to participate in curricular practical training at the beginning of their program if it is a requirement of the degree.
- Part-time or full-time employment may be authorized depending on eligibility.
- Students are eligible for part-time curricular practical training based on course credit if they have satisfied the full-time enrollment for one full-time academic year requirement.
- Full-time employment authorization is available under the following conditions:
 - Student has completed all course requirements for the degree and is working full-time on research or thesis.
 - Student is participating in co-op or required internship (by their program) that requires full-time work.
 - Student intends to participate in the employment during the summer vacation period or semester breaks.

Note: Part-time employment authorization is defined as 20 hours/week or less. Full-time is more than 20 hours/ week. A student holding on-campus employment (including assistantship) must add the on-campus hours when determining total hours to be worked under the curricular category. For example, if a student holds a 50% assistantship and has been offered an internship off campus for 20 hours/week, the total work hours will be 40 hours/week and will require full-time curricular practical training authorization.

Authorization

- At Otterbein, the Office of International Admission (OIA) may authorize curricular practical training for part-time or full-time employment. OIA cannot authorize curricular practical training for more than 1 year per application.
- The authorization will be generated through SEVIS and will be noted on I-20 page 3. It takes OIA 5 working days to process curricular practical training applications.
- Once curricular practical training has been authorized, it cannot be changed, voided, or restored if the time was not used for practical training.
- Students cannot begin employment until they have the employment authorization in hand.

- Before submitting the application, OIA requires that reduced course load forms be submitted for any semesters (except summer session) that students were (or will be) not registered full-time.
- If students apply for CPT based on the request form, OIA requires that students show registration for the course that corresponds to this OIA application. Failure to register for a credited course that corresponds with each OIA application will result in the loss of F-1 status termination of SEVIS record. This needs to be done before submitting an application.
- Full-time authorization requires that students continue to work the equivalent of full-time on their academic program.
- Immigration regulations mandate that curricular practical training authorization not delay student's completion of studies. If students have been authorized 12 months or more of full-time curricular practical training, they will not be eligible for a program extension if unable to finish all degree requirements by the completion date noted on the I-20.
- Students who have been granted a program extension are not eligible to apply for full-time curricular practical training.
- **Students who have received 12 months or more of full-time curricular practical training are not eligible for optional practical training. Part-time curricular practical training does not affect eligibility for optional practical training.**
- Students who want to use curricular practical training to work at OTTERBEIN must complete a new Form I-9 at the OTTERBEIN Business Office. Bring the following items to the Business Office: passport, Form I-94 and I-20 with page 3 reflecting the curricular practical training authorization. The Business Office is located at 25 West Home Street.

CPT Extensions for Students Receiving Course Credit for CPT

If a student wants to extend CPT authorization with the current employer(s) for less than one month, the student may submit a Reduced Course Load Form (if needed) to OIA and a letter from the CPT course instructor indicating:

- The CPT course number, name, and semester of registration
- That the requirements for the course have changed
- The new ending date of the employment
- For extensions of less than one month with a different employer, the CPT course instructor's letter should additionally indicate:
 - The new employer's full name and address (street, city, state, and zip code)
 - The effective date of the new employment
- If a student wants to extend CPT authorization for one month or more, the student will need to submit to OIA completely new CPT application and either register for a new CPT course or add at least one additional credit to the current CPT course.

Application Procedures:

Submit the following items to OIA:

- Student request and Academic Advisor Verification Form
- Course Description Form or evidence of the internship/practicum requirement or co-op approval from university/department
- Financial Certification Statement (if I-20 financial information will change by greater than 25%)
- Reduced Course Load Form (if necessary)
- Valid passport
- Unofficial transcript which shows enrollment for the course associated with this CPT application. Unofficial transcripts may be printed free of charge from OTTERBEIN Banner.

INSTRUCTIONS STUDENT REQUEST FORM

(for F-1 Curricular Practical Training)

1. Name: Self-Explanatory
2. Phone/Email: Self-Explanatory
3. Degree Program/Field of Study noted on INS Form I-20: Self-Explanatory
4. Completion Date noted on INS Form I-20: Self-Explanatory
5. Curricular Practical Training hours: Indicate the number of hours/week you will work for your employer as well as the dates (month/day/year) the employment will begin and end.
6. On-campus employment hours: If you intend to work on-campus during the dates you are requesting CPT authorization, please specify the number of hours you will work on the campus and include the dates (month/day/year) of the on-campus employment. If you do not intend to work on the campus during the dates of CPT authorization, write N/A in this space.
7. Type of CPT authorization you are requesting. Answer "Yes" to the appropriate category.
 - a. **Required:** the employment must be required by the degree program. Attach evidence of the program requirement to the CPT application you submit to OIA. (Note: the Course Description Form fill not be required for this type of CPT request).
 - b. **Course Credit:** If the employment is elective (not required by the degree program), you will need to enroll for a course that requires your participation in the employment. Fill in the Course Title and Number. Submit the completed Course Description Form with your CPT application.
 - c. **Co-op Program:** You must have received approval from your university or department to participate in a bona fide co-op program. Submit with your CPT application.
8. Completion of Course Requirements for degree: Self-explanatory
9. Describe proposed employment: Your description must make it clear that the job is related to your major field of study.
10. Curricular Practical Training Employer: Name of company/institution
Address: Street Address, Suite or Room Number, City, State and Zip

Read and sign the statement.

Your academic advisor will need to see your completed Student Request Form before he/she will be able to complete the Academic Advisor Verification Form.

STUDENT REQUEST AND ACADEMIC ADVISOR VERIFICATION

STUDENT REQUEST

STUDENT SHOULD COMPLETE THIS PORTION

1. Student's Name: _____

First

Last

OTTERBEIN ID# (if known)

2. Phone: (home) _____ (office) _____

Email: _____

3. Degree Level on I-20: (e.g. BA, BS, MA, MS, MAE, MBA): _____

Academic Major on I-20: _____

4. Completion Date noted on item 5 of I-20: _____

5. For my Curricular Practical Training, I will work _____ hours per week between

_____ and _____.

Date

Date

6. During the above period of practical training, I will work on campus (non-curricular employment) for _____ hours per week between _____ and _____.

Date

Date

7. Check "Yes" for one of the following:

(a) The proposed internship/practicum is required in my degree program. Yes No

(Information providing evidence of the employment requirement for your degree program must be attached.)

(b) I will receive course credit for the internship.

Yes No

(A completed course description form must be attached.)

Course Title and Number: _____

(c) I will participate in a co-op program

Yes No

(Information providing evidence of the co-op approval from your university or department must be attached.)

8. I **have** **have not** completed all course requirements for my degree. If you have not, when do you expect to complete the course requirements? _____

9. Describe proposed employment:

10. Curricular Practical Training employer name (please print):

(Name of company/institution that will issue salary payment)

Employer Street Address (City, State and Zip Code):

I certify that the above information is correct. I understand that it is my responsibility to register for the required internship or elective course to satisfy the immigration service's (USCIS) Curricular Practical Training regulation. I am aware that when I have satisfied all requirements for my degree and I am no longer eligible to pursue Curricular Practical Training. I understand that if I am requesting part-time Curricular Practical Training authorization, my total work hours (including any on-campus employment) cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study. If I am requesting full-time employment authorization, during the academic year, I attest to the following: 1) that I will continue to work full-time on my research/thesis and 2) that the full-time employment will not impede the progress of my academic program.

Signature

Date

Note: OIA will need to review the information completed on this form before the Academic Advisor Verification can be completed.

ACADEMIC ADVISOR VERIFICATION

ACADEMIC ADVISOR SHOULD COMPLETE THIS PORTION

To the Academic Advisor:

Please review the Student Request for Curricular Practical Training completed by the student. Curricular practical training is work authorization for employment that is an integral or important part of the student's curriculum and related to his/her major field of study as noted on the student's I-20 (see item 3 on the Student Request form). If a student has satisfied all requirements for his/her degree program, including submission of a Plan B, thesis, etc., he/she is not eligible to pursue curricular practical training. Curricular practical training can be authorized under one of the following conditions.

- If it is required by the degree program
- If it is an elective internship and the student is enrolled for a course requiring the employment
- If it is an approved co-op program

Pursuit of curricular practical training should not delay the student's completion of studies; the student is expected to complete studies on or before the date on his/her form I-20 (see item 4 on the Student Request form). Your verification of the information the student has provided on the Student Request form is needed to insure that OTTERBEIN is in compliance with immigration regulations.

I agree with the regulations

I disagree with the information (please briefly state why in the comment space below)

Academic Advisor Signature: _____ Date: _____

Name (please print): _____ Phone: _____

Department: _____

Comments:

FOR OIA USE ONLY

Curricular Practical Training for _____ hours/week from _____ to _____.
Date Date

Passport Expiration Date: _____ Entry Visa Expiration Date: _____.

- Financial Info
- Program Plan
- Holds

Date submitted to OIA: _____

OIA initials: _____