



Curricular Practical Training for F-1 Students

Curricular practical training (CPT) is paid or unpaid training that must be an integral part of an established curriculum in the student's course of study and is:

- Required of all students in that program of study, or
- Required for a particular course and/or curricular track or approved elective, or
- Offered by sponsoring employers through cooperative agreements with the school.

CPT is training that must be undertaken before an F-1 student completes all the requirements for his/her degree. It may be part-time or full-time. Students requesting CPT (externship of practicum) must be enrolled in full-time course work (unless it is during their "vacation" quarter). Students must register for their CPT course in the regular PSU registration period prior to the beginning of the quarter. CPT requests are reviewed on a case-by-case basis. You should speak to your department chair to confirm you are eligible before accepting any employment or placement offers.

Students are limited to 20 hours of employment per week when school is in session per university policy. Exception is graduate students in their final quarter if you are registered for a reduced course load of classes that are required for the completion of your academic program.

The use of full-time CPT for one year or more eliminates eligibility for OPT. The use of part-time CPT does not affect eligibility for OPT. (Anything over 20 hours of work per week is considered full-time.)

IMPORTANT NOTE: F-1 students are required to pursue a full course of study and be making normal progress in achieving his or her educational objective as specified on the I-20 to maintain status. Taking on additional, unrequired coursework, employment, or research that delays progress is a violation of F-1 status.

Types of CPT

There are two types of CPT: required and not required. Required CPT is when the academic program mandates practical work experience in order to graduate. Not required or optional CPT is when the practical work experience is for elective credit, but directly related to your field of study.

To be eligible for CPT, you must:

- Have maintained fulltime student status for at least one academic year (three quarters). **EXCEPTION:** Graduate students whose degree program requires more immediate participation in an externship
- Be in lawful F-1 status
- Be in good standing both academically and financially



- Have a job offer
- Not be enrolled in an intensive English Language Training program

Part-Time vs. Full-Time CPT

Part-time CPT: Employment for 20 hours or less per week is considered part-time. You must be simultaneously enrolled in classes full-time in order to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate your eligibility for Optional Practical Training (OPT). During the academic year, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

Dates of employment: The start and end date of employment cannot exceed the beginning and end dates of each quarter you are applying for CPT. Student must be careful not to continue employment beyond the date authorized on your SEVIS I-120. (A new I-20 authorizing the work will be issued by PSU).

Documents required:

- A copy of the job offer letter from the employer. The letter must:
 - Be written on the company's letterhead
 - Be addressed to you
 - Include job title
 - Provide job description
 - Specify the employment address (street, city, state, and zip code)
 - Specify if the employment is full-time or part-time (if part-time, the number of hours you will work)
 - Specify the exact dates of CPT employment (keep in mind that CPT can only be authorized one quarter at a time).
- Complete Authorization Request with Department Chair's signature with Part Two (two sided form): Externship/Practical Training General Responsibilities Form signed by all parties.

How to Apply for CPT:

1. **Gather the required documentation and bring your complete CPT request to the Office of International Affairs.**
2. **Register for externship course and pay accompanying tuition. Each externship course at PSU is worth two (2) units. It is a Credit/Non-Credit course (no grade).**
3. **PSU will send your CPT recommendation to SEVIS electronically to generate a new I-20. The CPT work authorization will be printed on page 2 of the new SEVIS I-20.**
4. **Student Services will notify you when your new I-20 is available.**
5. **Sign your name on the new I-20. Be sure to keep a record of all I-20s issued to you.**



Other CPT Information

Employment Eligibility Verification: When you begin work, you and your employer must complete a form entitled “Employment Eligibility Verification” (INS FORM I-9), which the employer retains. This form must be updated every time student receives a renewal of work permission.

Social Security and Other Taxes: In general, F-1 students who have been in the U.S. less than five years are exempt from paying Social Security (F.I.C.A.) taxes. However, your earnings are subject to federal, state and local income taxes. Student must file a tax form on or before April 15 each year, which will determine if any withheld taxes can be refunded.

A note of caution: While the U.S. Citizenship and Immigration Services (USCIS) regulations provide the opportunity for an international F-1 student to be employed during their course of study, working improperly or without authorization is a serious violation of visa status.

FAQs

Can I begin CPT while I'm waiting for authorization?

No. You **MUST** be approved for CPT before your externship begins and have a CPT I-20 issued from PSU. PSU does not back-date CPT authorization, so make sure you plan early and submit a request well before your externship is scheduled to begin.

May I change my employer or the dates once I've been approved?

No. You may only work for the employer listed on your I-20 and for the specific dates listed. Any changes require a new request form and would necessitate a new CPT I-20.

What do I need to renew my CPT authorization next quarter?

To extend your externship, you must submit all new documentation (including a new offer letter) along with a new CPT authorization request form for each quarter in which you would like to work. You must also continue to register for the practical training course each quarter.

Can I register only in a practical training course (with no other academic course load)?

Since practical training courses are worth only two (2) units, an F-1 student could do CPT alone only during their “vacation” quarter. Otherwise an international F-1 student must maintain fulltime enrollment, corresponding to their program of study.



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Accredited by ACICS ID#00012769

CPT/Externship Authorization Request

INSTRUCTIONS: Fill out this form legibly and completely. Submit in person at PSU campus: requires approval from Department Chair.

This form must be submitted for approval prior to registration of an externship/CPT course.

Student Information (All required to identify your record—please print clearly)

SEVIS ID:		Date of Birth (mm/dd/yyyy)	
Full Name (Last, First Middle)			
Current Mailing Address – Street			
City	State	ZIP/Postal Code	
Telephone		E-mail Address	
Degree/Program		Major	
I have used _____ months of CPT previously.		Which quarter? <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	

Proposed Curricular Practical Training	
Job Title	
Brief description of what type of work will be done and what will be learned:	
Expected Start Date (mm/dd/yyyy)	
Expected End Date (mm/dd/yyyy)	
(Must be done with the perimeters of one quarter.)	
No. of hours per week: _____	
Course code:	

Please provide a copy of the letter of employment.

Employer Information	
Name of Organization	
Address – Street	
City	State
ZIP/Postal Code	Country
Telephone	
Website (if applicable)	

Point-of-Contact (Supervisor) Information	
Name of Point-of-Contact (Last, First)	
Job Title of Point-of-Contact	
Telephone Number	
E-mail Address	

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

Student's Signature Required X	Date (mm/dd/yyyy)
Authorization from Department Chair REQUIRED X	Date (mm/dd/yyyy)

OFFICE USE ONLY

Registrar	SEVIS Recorded by	Comments
Course Created	SEVIS Recorded Date	
Student registered for qtr		

Externship/Practical Training General Responsibilities of the Parties

- 1) The student will have the following responsibilities:
 - a) Externship must be approved by the school before a job offer is signed.
 - b) Work on the days and times agreed upon with supervisor.
 - c) Confirm the regulations and dress code of the organization in which the externship takes place.
 - d) Maintain confidentiality of organization in which externship takes place.
 - e) Notify supervisor of planned absences before externship takes place.
 - f) Notify the University or instructor should any problems arise during the course of the practicum.
 - g) Complete the required log of hours sheet and submit to instructor.
 - h) Complete assignments, tasks, and final project associated with practical training experience.
 - i) Externship is disqualified if a student does not respect the date of employment or terms described in the signed job offer.
- 2) The University will have the following responsibilities:
 - a) Identify faculty instructor that will award university credit to students upon completion of externship.
 - b) Participate in planning and evaluation regarding learning activities by jointly deciding on learning objectives, course requirements and evaluation criteria with student and company supervisor.
 - c) Provide company/supervisor with student evaluation forms.
 - d) Notify student of obligations and monitor students' compliance during the course of the practical training.
 - e) Conduct intermittent individual contacts with students during externships to critique student progress and professional growth.
- 3) The company/supervisor will have the following responsibilities:
 - a) Provide a working environment which allows the student to gain experience relevant to the major field.
 - b) Supply a safe environment for the student and inform student and University of any possible unsafe conditions.
 - c) Present both student and instructor with policies and operational procedures to which student is expected to follow during the course of the practical training.
 - d) Work with student and faculty instructor to develop learning objectives, course requirements and evaluation criteria to be completed during practical training.
 - e) Notify instructor of any poor work performance or problems with the student placement.
 - f) Evaluate student's performance at the end of practical training and submit evaluation form to faculty instructor.

Student Signature

Date_____

Supervisor Signature (company representative)

Date_____

Faculty Instructor Signature

Date_____

Dean of Academic Affairs

Date_____