



## Curricular Practical Training (CPT) Application Packet

Students applying for Curricular Practical Training (CPT) may use this packet in order to understand the application procedure.

### This packet includes:

- Eligibility to Engage in CPT
- Application Procedure and Checklist
- Student Request Form
- Advisor Recommendation Form

### Tips:

- Please make an appointment with OIP if you have questions about the CPT application process.
- Please **allow 7 business days** for processing your CPT Application.
- Your academic/internship/clinical/field placement advisor, not professor teaching the course, must sign the Advisor Form
- The start date on your offer letter must be at least 2 weeks after the date you submit your completed CPT application to OIP
- If your CPT authorization is related to a course, the start and end dates of the position must correspond approximately with the semester dates.



## Curricular Practical Training (CPT) Eligibility

### What is CPT?

The United States Student and Exchange Visitor Program (SEVP) defines **Curricular Practical Training** as follows:

“An F-1 student may be authorized by the Designated School Official (DSO) to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training 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.” [8 CFR 214.2(f) (10) ( i )]

### Eligibility to Engage in CPT:

- You must be a degree candidate in **good academic standing** who has been in lawful F-1 visa status for **at least one academic year** and have been making normal progress toward the completion of your degree.
- You must have been offered a specific training opportunity which falls into one of the following categories:
  - **Internship/training/practicum/clinical/field placement** which is **required of all the students** in your program. In other words, it is necessary to complete this experience in order to graduate.
    - Example, the BA/MA in Diplomacy degrees require all students to complete an internship and register for the DIPL Internship course in order to graduate.
  - **Elective** course (Internship/Independent Study/Directed Research) that can be used to count towards the completion of your degree.
    - Example, the MS in Accounting program does not require that students complete an internship but offers a 1 credit internship course that count toward completing the mandatory elective credits needed to graduate.
  - **Research** needed as part of the thesis or dissertation required to complete your program.
    - Example, a PhD student will use their experience in an off-campus laboratory / company as part of the research needed to write their dissertation

**\*Curricular Practical Training is not meant to be a convenient employment opportunity nor is it meant to be a device to save Optional Practical Training months. Not all international students qualify for CPT.**



## Curricular Practical Training (CPT) – Application Process

**STEP 1:** Within your first year at Seton Hall, make an appointment with the following people to discuss your CPT eligibility. If you are in your second year, get started ASAP.

1. **Meet with OIP:** Discuss general conditions and eligibility of CPT.
2. **Meet with your Academic Advisor:** Discuss if your program requirements fit into the CPT eligibility criteria
3. **Meet with The Career Center/your own program’s internship/clinical/field placement advisor:** For assistance with securing the position (resume writing, interviewing, networking, etc.)

**STEP 2:** After you have secured an internship/position, please do the following:

1. [Register](#) your internship with The Career Center (not applicable for clinical/field placements)
2. Register for the course related to your CPT request (if applicable)
3. Send the Advisor Recommendation Form to your academic/internship/clinical/field placement advisor (not the professor teaching the course)
4. Complete the Student Request Form
5. Send CPT packet to [oiip@shu.edu](mailto:oiip@shu.edu)/[DropBox](#)

**STEP 3: Receive CPT Authorization from OIP:** OIP will send you a new I-20 with CPT authorization. F-1 students must receive this I-20 before beginning a CPT experience and show this to your employer

You must register for the required courses before you apply for CPT and you must apply for curricular practical training **before or during** the normal registration period.

### Checklist:

1. **Internship/position offer letter with the following information:**
  - Beginning and ending dates of position—the start date must be at least two weeks after the complete CPT packet is submitted to OIP. If the packet is incomplete, newly dated documents must be submitted.
  - The hours per week of the position. There must be a set number of hours.
  - A description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements of your degree
  - Location where position will take place noted in the body of the letter
  - Full name, title and signature of person writing the letter
  - The letter must be typed on company letterhead
  - For remote internships, your employer must outline how they will assess student engagement and attainment of learning objectives
2. **Student Request Form**
3. **Advisor Recommendation Form** completed by your Advisor, not the professor teaching the course.
4. Printout of registration from PirateNet (if applicable)
5. If the course related to your CPT is not an “internship course”, please submit a syllabus or learning agreement.



OFFICE OF  
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## CPT Student Request Form

Please submit this page with your other CPT materials. Keep the CPT instructions for your reference.

Today's Date: \_\_\_\_\_ SHU ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Address: \_\_\_\_\_

By signing below, I am certifying that I am requesting OIP to process a CPT authorization on my F1 record and that I have read all the information in this packet and **understand** the F-1 regulations regarding CPT. I acknowledge the following:

- I understand that **if I start the position before receiving CPT authorization** on my I-20 form from OIP, **I am in violation of my F1 status.**
- I understand that I must submit my completed CPT application to OIP **7 business days before the start date on my hiring letter.** Otherwise, the CPT authorization will begin on the day that OIP is able to process it.
- I understand that I must have a **social security number** if this position is paid. If I don't have a social security number, I will contact OIP for instructions on how to apply for one.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## CPT Advisor Recommendation Form

### Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Major: \_\_\_\_\_ Degree Level: \_\_\_\_\_

### Academic Advisor Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have approved the title, company, dates and responsibilities related to the position listed below:

Company Name: \_\_\_\_\_ Title of Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Explain how this experience will fulfill mandatory requirements of the students' program (choose one):

- An **internship/training/practicum/clinical/placement** that is **required** of all students in the academic program. In other words, it is necessary to complete this **experience** in order to graduate.
- Part of a course that will be used **to fulfill the elective requirements** of their degree, **not** extra credits added to the student's transcript.
- Research** needed as part of the thesis or dissertation required to complete the program.

### If this experience is related to a course, the student is approved to register for:

<b>Course Title:</b>	<b>Course Code:</b>	<b>Credits:</b>
<b>Advisor Signature:</b>	<b>Semester</b>	

### If applicable:

### Please complete if the course is **NOT** designated as an "Internship class" (i.e., Independent Study, etc.)

You must be able to verify that the following two boxes are applicable to the course above. This form will be added to the student's immigration file and may be accessed by the government as part of auditing.

- The course listed above is required for this student to complete the program and graduate. In other words, without this course, the student could not complete graduation requirements.
- This off-campus experience as a \_\_\_\_\_ (position title) at \_\_\_\_\_ (company name) is required for the student to complete the course listed above. In other words, without this off-campus experience, the student could not complete the course requirements."

*It is recommended that students keep the syllabus/learning agreement connecting the outside experience to the course requirements for their records.*