

CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION PACKET

Definition: Curricular Practical Training (CPT) is defined as required or optional employment which is an **integral** part of the student's established curriculum.

Eligibility: Students who are in valid F-1 status and are enrolled at the University of Wisconsin – La Crosse, may apply for Curricular Practical Training as part of a required internship or practicum, cooperative education program or for training, which can be shown to be an **“integral part of an established curriculum.”** Undergraduate students must have been in F-1 status for at least nine months prior to being granted CPT. Graduate students are eligible for CPT immediately upon enrollment at UWL “if enrolled in graduate studies which **require** immediate participation in CPT” (8 CFR 214.2(f)(10)(I)).

CPT may be part-time (20 hours/week maximum) or full-time (more than 20 hours/week). Part-time CPT students are still required to maintain their full-time academic enrollment. Full-time CPT students are only required to register for the internship course.

Procedures: To receive authorization for Curricular Practical Training from UW-L's International Education & Engagement office, students **must** submit the following items:

1. Request for CPT Employment Authorization Packet (form below)
2. A letter from employer listing on company letter head:
 - a. Job duties of the position
 - b. Hours per week
 - c. Dates of employment (beginning and end date)
 - d. Location of employment
 - e. Signature of Employer
3. F-1 Curricular Practical Training Advisor Form, which is completed by academic adviser and signed by department head (form below)

You will be notified by e-mail when your new I-20 document with your Curricular Practical Training authorization is complete.

Limitations to Curricular Practical Training:

- You may not begin CPT employment until you have received your new I-20 authorizing the CPT.
- Employment for the primary purpose of facilitating employment authorization does not qualify for CPT.
- Students who use 12 months of full-time CPT will lose eligibility for Optional Practical Training (OPT).
- Part-time CPT will not affect eligibility for OPT.
- Students may not work past the authorization date listed on page 3 of their I-20 without applying for and receiving an additional authorization for employment.

INTERNATIONAL EDUCATION & ENGAGEMENT (IEE)

1209 Centennial Hall; 1725 State Street
La Crosse, WI 54601 USA
Tel: +1 (608) 785-8016
Fax: +1 (608) 785-8923
www.uwlax.edu/iee



REQUEST FOR CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION

TO BE COMPLETED BY THE STUDENT

Today's Date: _____ **UW-L ID#:** _____
(MM/DD/YY)

Student's Name (Family Name, First Name): _____

Current Academic Level (please check): Bachelor's Master's

Current Major: _____ **Anticipated Graduation Date:** _____

Current Address: _____
Street Number and Name

_____ City _____ State _____ Zip Code

Current Phone Number: (_____) _____

Current Email Address: _____

Requested CPT Begin Date: _____ **Requested CPT End Date:** _____
(MM/DD/YY) (MM/DD/YY)

Please Check: Full Time CPT Requested (20+ hours per week) Part Time CPT Requested (Less than 20 hours per week)

Have you previously been approved for Curricular Practical Training? (please check): YES NO

Employer	Dates of CPT Authorization	Course Number

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ADVISOR FORM - CURRICULAR PRACTICAL TRAINING REQUEST

Student's Name (Family Name, First Name): _____

TO BE COMPLETED BY UW-L ACADEMIC ADVISER OR INTERNSHIP COORDINATOR

This form assists us to adequately document that the proposed employment is in compliance with immigration regulations regarding Curricular Practical Training (CPT).

According to the regulations "An F-1 student may be authorized...to participate in a curricular practical training program which is an **integral part of an established curriculum** {8 CFR 214.2(f)(10)(I)} "Integral" here is defined as employment that has a strong and measurable connection to the student's academic program/goals. In other words, the employment must not only be related to the student's major but also to a specific course or part of the curriculum. Contact IEE, if you have any questions.

Advisor – Please Review the Student's Proposed Employment and Check All that Apply

- This employment is required for the student's degree
Note: For employment to be required for the degree it must be documented in an official university publication as such.
- The student will register for a course that is directly related to the employment.
Course Number: _____ Course Name: _____
Number of Credits: _____ Semester(s): _____
Note: Student must be registered for the course(s) at all times during the period of authorized CPT
- The employment will provide research that is necessary for the student's thesis or dissertation
- The employment will yield a completed project for which the student will receive credit.
Course Number: _____ Course Name: _____
Number of Credits: _____ Semester(s): _____
- The employment will yield a project that is required for a particular course (this could include a paid internship that is one of several options required for a specific course).
Course Number: _____ Course Name: _____
Number of Credits: _____ Semester(s): _____

In addition to the above, please give a brief description of the proposed employment and how it will be an "integral" part of the student's academic program (attach additional documentation if necessary: _____

CPT that does not fit into the previous categories is very limited but not impossible. If you feel that the proposed CPT forms an "integral part of an established curriculum" and is not on the above list then please explain by using a separate sheet of paper. The final decision will be made by the staff in International Education & Engagement

Before signing below, please ensure that this will not adversely affect prior academic commitment or performance, especially in the case of graduate assistants.

Academic Adviser (please print name): _____

Department: _____ Phone: _____

Signature: _____ Date: _____

Program Director Signature: _____

Please have the student return this form to International Education & Engagement