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 Office of International Education, 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)

**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.

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

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<th>Employer</th>
<th>Dates of CPT Authorization</th>
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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 (§ 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 OIE, 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
  Course Number: __________________________ Course Name: __________________________
  Number of Credits: __________________________ Semester(s): __________________________

☐ 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 at the Office of International Education.

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 the Office of International Education