

F-1 Undergraduate Students Curricular Practical Training (CPT) Application

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| Description | Curricular Practical Training (CPT) allows eligible and authorized F-1 students to participate in practical training that is an “integral part of an established curriculum.” The Coop program has been an integral part of the UH curriculum for many years. The employment must be directly related to your major field of study. |
| 2 Types of CPT for Undergraduate Students | Option 1: CPT COOP (i.e. Cooperative Education Program). This program requires a student to find a job that is directly related to their major. It is not a required course. Option 2: Required practicum or internship course taken for course credit. If you are taking a required course or will be receiving course credit, you should choose this option. Otherwise, choose Option 1. |
| Eligibility | Students must have been lawfully enrolled on a full-time basis at a DHS approved school for one full academic year before being eligible for CPT (i.e. fall and spring semesters). Students entering the United States under a new SEVIS ID# must wait to complete one full academic year as a full-time student before they are eligible to apply for OPT. It is only available for F-1 students who are in status and before completion of all degree requirements. Once your degree is completed, all CPT must cease. |
| Location | Students may only engage in CPT for the specific employer and location that will be recorded on p. 3 of the I-20. |
| Duration | You may only work for the specific time period noted on p. 3 of your I-20. Time frames are granted for one semester at a time. |
| Hours per week | Part-time CPT (i.e. less than 20 per week) can be approved only if enrolled in full-time hours except during final semester or summer. Full-time CPT (i.e. more than 20 hours a week) can be approved only if enrolled in at least 3 hours. Full-time CPT must span the entire semester to be eligible for a reduced course load. Different colleges have different policies on who can be engaged in CPT. Therefore, you also need the approval of your academic advisor and college to participate. |
| Offer of employment | You must obtain a job offer letter that specifies the job title and responsibilities on company letterhead. The letter should state the start date and ending date if it is known. |
| Effect on other work | Although there is no limit to the amount of full-time CPT, if you do CPT for 12 months or longer you will no longer be eligible for Optional Practical Training (OPT). We normally advise students to stop their participation in full-time CPT after completing 11 months. There is no limit to the amount of part-time CPT a student can participate in (no impact on future OPT). |
| Approval process | FOLLOW ALL THE STEPS ON THE APPLICATION SHEET AND BEFORE OBTAINING FINAL AUTHORIZATION, YOU MUST BE REGISTERED IN CLASSES FOR THE NEXT SEMESTER, INCLUDING SUMMER, AS APPLICABLE. |
| Authorization | Authorization by ISSSO is the final step in the process. You will receive a new I-20 with a notation on p. 3 authorizing your employment. The beginning and ending dates and the name and address of the employer, whether you are approved for full-time or part-time employment will all be found on p.3 of the I-20. Do not work until you are authorized! |

Use the following table to identify all previous CPT: (Note: If this is your first time, write “None”)

| PREVIOUS CPT | | | | | |
|--------------|-----------|-----------|-------|-----------|-----------|
| Dates | Part-time | Full-time | Dates | Part-time | Full-time |
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F-1 UNDERGRADUATE STUDENT CPT APPLICATION

Step 1: Student Information

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| Family name: | Given name | Student ID: |
| Major: | Degree: | Expected graduation: |
| Request effective for (semester/year): | Do you plan to have any on-campus job during your CPT? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Signature: | Date: | Phone: |

Step 2: Student Request

Curricular Practical Training: Part-time (20 hrs/week or less) Full-time (over 20 hrs/week)
 Select one of the following two options:
 CPT COOP (i.e. Cooperative Education Program). See Step 5 - Option 1.
 Required practicum or internship course taken for academic credit. See Step 5 - Option 2.
I am requesting a CPT start date of _____ AND I have registered for classes for the next semester, including summer, as applicable.
I am also requesting a Reduced Course Load (RCL) while participating in CPT
 Reduced course load while doing my full-time CPT. I will take _____ hours during the semester of CPT.

Step 3: ISSSO Eligibility Verification

The above named student is legally eligible for CPT COOP. **Note:** Eligibility does not equal authorization. Please complete all sections.
 ISSSO Signature: _____ Date _____

Step 4: Employer Statement of Understanding (Please attach job offer letter)

Dear Employer: The above named student is applying for employment under the U.S. Citizenship and Immigration Service (formerly the INS) program called Curricular Practical Training (CPT). The application will be reviewed by an authorized Designated School Official (DSO) at UH. Authorization will be made after review of the student's records, your job offer letter, and this application. Your job offer letter should contain the job title, a basic description of job duties, the start date, and ending date (if known). Some CPT will be structured under the UH Cooperative Education Program (COOP) and must be related to the student's major. Other CPT may involve registering for a required course at UH. **Work authorization for this student must be renewed each semester.** The proof of authorization will be a typed authorization on p. 3 of the student's SEVIS (Student & Exchange Visitor Information System) generated I-20. P. 1 and 3 of the I-20 contains a bar code that is a unique identifier of the student. This I-20 information, including the employer name, will be in the SEVIS records (see page 31 of the I-9 Employer Handbook of a sample I-20). The student will receive a grade for the CPT. The signature below does not obligate the employer in anyway. It is a statement of understanding about the nature of the student's authorization to work. It may take 5-10 working days to complete the authorization process.

"As the employer (or representative thereof), I understand that the authorization for this employment will be through the CPT program. I have attached a job offer letter. Employment is contingent on the student producing proper work authorization each semester."

Employer _____ Signature _____ Title _____ Date _____

Step 5: Academic Approval for COOP Program (Required Practicum or Internship, Skip to Step 6 – Option2)

I believe that the attached job offer represents a valid training opportunity directly related to the student's major.
 Academic Advisor Signature(All students) _____ Date _____
 Department Chair Signature (Engineering students only) _____ Date _____
 College Associate Dean (Engineering students only) _____

Step 6: Course Registration (Choose Either Option 1 or 2)

Option 1: CPT COOP Signature
If you are applying for CPT COOP, please take this form to Room 302 North Engineering Building D.
 Student is approved for: fall _____ spring _____ summer _____ part-time or full-time
"As a COOP official, I believe that the student's job offer is directly related to his/her major."
 COOP Signature _____ Date _____

Option 2: CPT Required Practicum or Internship
If you are applying for CPT that is a required practicum or internship, please have this section signed by your academic advisor.

- Please list course and course number through which the practical training is offered:
 Course Title _____ Course Number: _____
- Student is approved for: part-time or full-time
- Student is approved for a reduced course load while doing full-time CPT (Student is required to take at least one course if approved for full-time CPT.) The student is approved for _____ hours of course work for this main semester.

Academic Advisor _____ Phone _____
 Signature _____ Date: _____

Step 7: ISSSO Authorization

New I-20 issued **ISSSO Signature:** _____ Date _____