



CURRICULAR PRACTICAL TRAINING

General Information: Curricular Practical Training (CPT) is a type of off-campus work authorization for international students. Students whose program of study requires an internship or whose academic advisor can verify that the internship adds meaningful experience to the academic program may be eligible to apply. The internship must be directly related to the student's field of study and the student must enroll for credit. CPT authorization is employment specific; a student must have a job offer and the job must be directly related to the student's field of study.

Eligibility: International students who wish to gain CPT authorization must have been enrolled full-time for an entire academic year prior to the CPT start date and be in valid F1 status. The only exception to this is a graduate level student whose program requires immediate participation in an internship.

Part- or Full-time Authorization: Only part-time CPT (20 hours per week or less) is allowed during the academic year. Students are eligible for full-time CPT authorization during the summer and winter breaks. Part-time CPT authorizations do not accrue against *Optional Practical Training* and therefore are limited only by the number of degree-applicable credits a student may earn for CPT. **If 12 months of full-time work authorization are used under CPT, the student forfeits *Optional Practical Training*.**

Application: Before submitting an application for CPT, a student must secure a job offer and discuss credit-earning options with their academic advisor. Students should allow at least **5 business days** for CPT application processing and **MUST NOT** begin working until they have received a new I-20 with the second page endorsed for CPT work authorization. This is also true in the case of CPT extension (SEVIS does not permit backdating). If an extension is not applied for in a timely manner, then the student must stop working by the date indicated on the I-20 bearing work authorization.

A complete CPT application **must** contain the following documents:

1. CPT verification form (attached) signed by the student's academic advisor or instructor of record.
2. A letter (on official letterhead) from the employer including the following information:
 - Job title
 - Physical location where the student will be employed
 - Supervisors name and contact information including phone and email
 - The beginning and ending dates of the employment period
 - The number of hours/week the student will be expected to work
 - A brief description of the work the student will be doing and acknowledgement that it fulfills student's internship requirement.

Remember, CPT can only be authorized by a DSO in the HSU Center for International Programs Office. CPT is authorized on a semester-by-semester basis. If you have questions or concerns please feel free to contact our office at (870)230-5265 or email your International Student Advisor at smithbm@hsu.edu



ADVISOR Verification Form – Curricular Practical Training

SECTION I: TO BE COMPLETED BY STUDENTS ADVISOR.

The student named below wishes to be authorized to work off-campus for internship purposes as allowed by the Department of Homeland Security. Before our office can authorize such employment, we must establish that the work the student will be doing provides experience which supplements the student's academic program of study in a meaningful way. As the student's academic advisor, it is your responsibility to confirm that the credit awarded for this internship will count toward the requirements for degree completion as outlined in your department and that it is an integral part of the student's degree program.

Please verify to the best of your ability:

The student's expected date of completion of studies/graduation: _____

Explain how this internship relates to the student's field of study and serves an academic purpose.

I certify that this internship (please check ONE of the following):

- Is required to complete the student's degree
- Is an integral part of an established curriculum (i.e., earning credit toward the degree program)
- Adds meaningful experience to the academic program

Printed Name of Advisor

Signature of Advisor

Phone or Email Address

Date

SECTION II: TO BE COMPLETED BY STUDENT.

Note to student: To obtain CPT employment authorization, this form must be submitted to the Center for International Programs office with the job offer letter from your potential employer at least 5 business days prior to the employment start date.

Name: _____ **HSU ID Number:** _____

Local phone and e-mail address: _____

Employer's name: _____

Employer's location (Required):

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Employment start date: _____ **Employment end date:** _____

Approximate number of hours you expect to work each week: _____

***(Please note, employment up to 20 hours/week is considered part time; 21 hours or more is considered full time.)**