

Request for Curricular Practical Training Authorization

The immigration regulations set forth by the Department of Homeland Security state that, “An F-1 student *may* be authorized, by the DSO (Designated School Official), to participate in a curricular practical training program which is an integral part of an established curriculum. Curricular Practical Training is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

While there are many types of opportunities that might be considered to be “beneficial” for a student, the Immigration Service is specific about the type of work authorization that may be granted to F-1 students. The purpose of Curricular Practical Training is NOT to provide off campus employment for students. CPT authorization is to fulfill an internship requirement of an international student’s academic program.

Important Information About CPT

- Students must enroll and complete one academic year of full time study before becoming eligible for Curricular Practical Training (or any other type of off-campus employment).
- Students must currently be in valid F-1 status.
- Proposed CPT employment MUST fall into one of two categories at AAMU:

Approved AAMU Cooperative Education program;
Degree requirement listed in the AAMU Catalog and on the Program of Study.
- Students must be enrolled at AAMU during the semester that CPT is authorized for the academic course for which CPT was requested.
- CPT may be authorized for full time (more than 20 hours/week) or part time (less than 20 hours/week) employment.
- Students who use 12 months of full time CPT will NOT be eligible for Optional Practical Training.
- Students may not work before or after the authorized CPT dates on the I-20 form.
- CPT is not to be used to facilitate off-campus employment for international students. It is to be used only to fulfill the internship requirements of the student’s academic program or an AAMU Co-op program.
- Any changes to the approved employer or location must be approved, in advance, by the DSO.
- Students are not eligible to begin working off-campus until the CPT authorization has been processed and a new I-20 is issued to the student.
- Students must report changes of address to the DSO at AAMU within ten days of the change.

I understand and agree to obey all rules and regulations set forth by Alabama A&M University and the Department of Homeland Security concerning Curricular Practical Training and will contact the International Student Advisor at AAMU with questions or concerns I may have. I understand that submission of this form does not guarantee approval of the proposed CPT employment.

Student’s Signature _____ Date _____

Request for Curricular Practical Training Authorization

Section 1: (To be completed by the student)

Student ID _____

Name _____
(First/Given) (Middle) (Last/Family Name)

Email _____

Phone Number _____

Major _____

Degree Level: ___ Bachelor's ___ Master's ___ Ph.D.

Advisor _____

***ALL STUDENTS MUST SUBMIT AN UPDATED AND SIGNED PROGRAM OF STUDY IN ORDER TO BE CONSIDERED FOR CPT**

I am eligible for Curricular Practical Training authorization based on (check one):

_____ An AAMU Cooperative education program (Attach Co-op approval form and updated POS).

_____ A degree requirement in the academic program (Attach the course requirement as listed in the AAMU Catalog and updated and signed program of study).

Section 2: (To be completed by the academic advisor on behalf of the student enrolled in the internship course)

To fulfill an academic requirement, the student will be registered for the following course:

Course Number and Name: _____ Number of Hours _____

Name of Faculty Member teaching the Course: _____

Please provide a description of how this employment relates to the course objective:

PLEASE NOTE: CPT work authorization is available to F-1 students for the purpose of fulfilling requirements of an academic program; therefore, Special/Selected Topics and Independent Study courses will not satisfy the CPT course registration requirement.

Type of CPT: ___ Full Time (more than 20 hours/week) ___ Part Time (less than 20 hours/week)

Requested CPT Start and End Dates: _____
(these dates must fall within the academic term that the student is enrolled in the class above)

Is the internship position a paid position? ___ Yes ___ No

Employer Name _____

Work site address _____ City, State, Zip _____

My signature below certifies that the above information is true and correct and that the proposed CPT employment will be monitored by the university and has been obtained through the support and resources of AAMU. This CPT is “an integral part of an established curriculum” that fits within the immigration regulations set forth by the Department of Homeland Security. I understand that the purpose of Curricular Practical Training is NOT to facilitate off-campus employment, but rather it is to fulfill the requirements of the student’s academic program.

Advisor’s Signature: _____ Date: _____

With this Request for CPT Authorization, student should attach the job offer letter. The letter should be typed on company letterhead and contain

- dates of employment that match dates provided by the academic advisor;
- number of hours to be worked per week; and
- address where work will take place.

[Frequently asked questions to follow on next page]

Eligibility for Curricular Practical Training (CPT) and Frequently Asked Questions

Immigration criteria and eligibility for CPT

• Work Hours

- o CPT may be authorized for part-time (20 hours or less) or full-time employment (more than 20 hours).
- o Employment is limited to part-time/20 hours or less during the fall and spring semesters.
- o Students authorized for CPT through a Cooperative Education Program (Co-op) for alternating work/study can work full-time during the fall or spring semester if it is their scheduled work term.

• Course Enrollment

- o Students pursuing CPT during a regular academic term must be enrolled full-time for academic credit (12 hours for undergraduate and 9 hours for graduate students) to maintain F-1 status. Co-op enrollment counts as full-time for F-1 maintenance of status.
- o Students authorized for CPT based on an alternating Co-op schedule are required to enroll full-time in coursework in the semester following the period of authorized CPT/Co-op.
- o During the summer semester full-time enrollment in coursework is traditionally not required for an F-1 student, unless it is the semester following an alternating Co-op work semester.

• Future Employment Authorization

- o Students who have been authorized for a cumulative period of one year or more of full-time curricular practical training are ineligible to receive the optional practical training employment benefit. Part-time curricular practical training does not have an effect on a student's eligibility for optional practical training.

Q. What types of Curricular Practical Training (CPT) are available at AAMU?

A. AAMU sponsored Cooperative Education Programs will count for CPT. Other than cooperative education (Co-op), opportunities for Curricular Practical Training at AAMU are based on the academic requirements of a particular degree program. Students are expected to work directly with their academic department and/or the Office of Career Development Services and not seek employment through employers that do not have co-op agreements with AAMU to facilitate CPT. When a student arranges employment outside of co-op, they may be eligible to use their Optional Practical Training work authorization benefit.

Q. How do I know if I am eligible for Co-op?

A. The Office of Career Development Services ("CDS") is located in Patton Hall, Room 101. Students should contact that office with questions. CDS will determine if you are eligible to participate in the Co-op program at AAMU.

Q. I have been offered an "internship" with a company. What options do I have for employment authorization?

A. The immigration laws state that for an F-1 student to be eligible for CPT authorization, the work must be an "integral part of an established curriculum". If your academic program has an internship class that is an elective or a required component for degree completion, then ask your academic advisor to put the internship class on your Program of Study and complete the CPT request form. If there is no academic requirement for an internship in your program, then you will have to consider applying for Optional Practical Training work authorization.

Q. What does “integral part of an established curriculum” mean?

A. For an internship or practicum to be considered to be an “integral part of an established curriculum” it must be an elective class that counts toward degree requirements or required of all students in the program. The course must be listed as a degree requirement in the AAMU Catalog and included on an individual’s Program of Study. The internship will carry academic credit, have an assigned course number, be listed in the AAMU Schedule of Classes and have a faculty member assigned (by AAMU) to teach the course.

Q. Why can my friends at other universities get authorized for CPT but I am not eligible at AAMU?

A. Universities are allowed to set their own academic policies and graduation requirements. Consider the fact that your degree program at AAMU may require (or may not require) a course as the same degree program at your friend’s university. The same type of policy variance could be the basis for your friend’s ability to be authorized for CPT.

Q. How can I find out more information about off-campus work authorization options for F-1 students?

A. To find out about off-campus work authorization options for F-1 students, please visit the Office of Career Development services in Patton Hall, Room 101 and/or your academic department for clarity on degree criteria.