

**General Information:**

Curricular Practical Training is defined as training that is an integral part of an established curriculum. This may include 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. Thus, CPT for F-1 students is intended to provide training experience in situations where it serves as an integral part of a student's academic program, prior to completion of that program. A copy of the cooperative agreement may be requested.

Types of CPT:

- **Training required by the degree program.** Training that is required from everyone in the program by the program as part of the core requirements always meets the requirements for CPT.
- **Training for class credit.** Training meets the requirements for CPT if it is an integral part of the program of studies, and the student receives academic credits for the training experience. Students must sign up for an internship/practicum type class.

Who can participate?

- Students who have been lawfully enrolled full-time for one academic year (two full semesters, e.g. spring and summer I & II; or fall and spring) may apply to participate in this type of training. However, graduate students whose programs require earlier training are not bound by the one-academic-year in full-time status requirement as long as such employment is required from everyone in the program as part of the degree requirements.
- To be eligible for CPT, you must have a written offer as the **CPT authorization will be position and employer specific**. If there are any changes in the terms and conditions of the CPT, you must contact International Admissions and Services in advance as a new CPT authorization may be necessary.
- **During the fall and spring semesters, F-1 students must be enrolled full-time to maintain immigration status. Students may participate in full-time or part-time CPT. During the annual summer vacation semester, students are required to register for at least one class that is directly related to CPT.** Students may not take a reduced course load and then apply for CPT, except: (1) when a master's or Ph.D. student has completed all course work excluding thesis and can show how training is integral to thesis; or (2) when a student is in the last semester before graduation and is getting the balance of credits for the degree program.
- Students who are finished with the program requirements but merely delaying graduation to make use of CPT will not be granted CPT.

Application Procedure:

Complete required paperwork/documents and submit your complete application to International Student and Scholar Services (I3S) no later than 10 business days before training begins. **CPT must be authorized in SEVIS before you begin your CPT.** The following documents are required:

- Photo copies of your passport, visa, and arrival/departure record (I-94)
- Copies of all previous I-20s (past and present)
- Completed "Curricular Practical Training Recommendation" form (attached)
- Official offer letter from the employer on the employer's official letterhead with original signature

Upon reviewing the items above, an I3S advisor will prepare a new SEVIS I-20 with the CPT endorsement on the page 2. This endorsement serves as your authorization to work for a pre-determined amount of time. You may participate in CPT upon receipt of the endorsed I-20. The recommendation form from the faculty advisor or department chair will be added to your file. SEVIS will not accept retroactive start dates.

Additional CPT Information:

- CPT may be authorized full-time or part-time. Part-time CPT (20 hours or less per week, not "average" 20 hours a week) is permitted with no penalties until completion of a degree. Students who have received one year or more of full-time (21 hours or more per week) CPT are ineligible for Optional Practical Training. **Advisory Notice Regarding Full-time CPT:** *It is reported that some students who "overuse" Full-time CPT, or who use more than 1 year of Full-time CPT and OPT combined, may have a greater risk of H-1B denial in the future, based on reports of recent USCIS interpretation of "overuse" of training in some cases.*
- CPT is authorized on a semester basis. Should you require additional time past your current CPT end date, you will need to reapply with all new required documentation.
- If CPT is for your last semester, you must have at least one other remaining degree-required course to register, in addition to the CPT course.
- You are authorized to work for specific dates of employment on your I-20. You may not begin before the start date or continue working after the end date. If you expect that you will need to work beyond your end date, you must reapply for CPT and be approved by I3S. If you work beyond the end date, you will be working illegally and could lose future immigration benefits.
- F-1 students whose programs require mandatory training off-campus must apply for CPT authorization endorsed on the I-20 in advance of commencing off-campus training whether paid or unpaid.

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

Curricular Practical Training is training that is an integral part of an established curriculum. CPT is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. Students in English language programs are ineligible for CPT. **To be considered for CPT, the training must not only be directly related to the major field of study, but must also be an integral part of studies. CPT requests must be submitted at least 10 days in advance to allow for SEVIS processing. Start dates cannot be retroactively approved in SEVIS.**

TO BE COMPLETED BY STUDENT:

Last name	First name	Middle name
WIN	SEVIS #	
Date of birth (MM/DD/YYYY)	City of birth	
Email address	Phone	
Local Address	City	State Zip
Employed on campus?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> TA / RA <input type="checkbox"/> Off campus
Major	Degree	

CPT Employer Information:

Employer name	Job title
Employer address	
Number of hours per week: _____	Requested Future Start Date: _____ Requested End date: _____

List all periods of previous authorized employment for practical training (if applicable):

Curricular Practical Training	Optional Practical Training

I have registered for the course relating to this CPT for the applicable semester and understand that CPT authorization will be voided if I drop the course(s). If CPT authorization is voided, I understand and agree that I will not be eligible for further F-1 benefits, and I agree and authorize WMU to inform my CPT employer that my CPT authorization is voided.

Student signature	Date
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(Continued)

TO BE COMPLETED BY ACADEMIC ADVISOR (*NOT BY STUDENT*):

NOTE -- During the fall and spring semesters, F-1 students must be enrolled full time to maintain immigration status. Students may participate in full-time or part-time CPT. During the annual vacation semester, students are still required to register for at least one class that is directly related to CPT. Students may not take a reduced course load and then apply for CPT, except: (1) when a master's or Ph.D. student has completed all course work excluding thesis; or (2) when a student is in his or last semester before graduation and is getting the balance of credits for the degree program.

Expected date of completion: _____ # of credits the student has completed: _____

of credits remaining for graduation requirement: _____

Is the student eligible to graduate now?

(Not relevant to graduation paperwork or commencement ceremony date)

☐ No – Please explain: _____

☐ Yes (if yes, student is NOT eligible for CPT)

My CPT recommendation is based on the following (*check only one*):

☐ The CPT is a **mandatory** graduation **requirement** for **all** students, *not just for this student*. I have attached a copy of the class bulletin proving such mandatory requirement. **(No further explanation is required)**

☐ The CPT is **training for class credit** and is an **integral** part of the student's academic program of study/curriculum.

Please complete the following (include a copy of the course description):

Course number: _____ Semester: _____

Criteria used for grade in course (i.e. evaluations, reports): _____

Describe, **in detail**, how CPT is an integral part of the student's academic curriculum, or how it meets the student's academic objective. *(If you need more space, please write a separate letter or write on the back of this form)*

- Since the student is required to enroll for the course during the semester stated, failure to enroll and complete automatically cancels the CPT authorization. If cancelled, the student may not be eligible for further F-1 benefits.
- If CPT is for the student's last semester, the student must have at least one remaining degree-required course to register. Please list the degree-required course number here: _____

☐ Please check here if the *undergraduate* student is participating in WMU's departmental **Cooperative Education Program** in order to gain practical experience in an area directly related to the student's field of study. *Undergraduate* F-1 students must still maintain 12 credits per mandatory semester per federal immigration regulations.

Describe, in detail, how CPT meets the student's academic objective:

Co-op program coordinator signature

Date

I have reviewed the accuracy of this data for this request:

Academic advisor name (please print)

Campus phone

Academic advisor signature

Date

WMU I3S signature

Date

TO BE COMPLETED BY EMPLOYER/TRAINING SUPERVISOR (NOT BY STUDENT):

Curricular Practical Training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by employers through cooperative agreements with the school.

Employer must attach original offer letter of training/employment with this application.

By signing the below, the employer agrees to cooperate in the training/employment of this student for the purposes of this F-1 curricular practical training application and attached offer letter, if authorized by this school through the issuance of a CPT Form I-20 with the employer.

CPT Employer Information:

Employer Company name: _____

Employer address: _____

Name of Employer-Supervisor: _____

Title of Employer Supervisor: _____

Contact information for Employer-Supervisor:

Email: _____ Phone: _____

Name of Student on offer letter: _____

Job title offered to Student: _____

of hours per week: _____ Requested Future Start date: _____ End date: _____

Please list the relevant field of training/employment: _____

Please list three primary duties that the student will be performing: _____

Signature of Employer-Supervisor: _____ Date: _____

**INTERNATIONAL STUDENT & SCHOLAR SERVICES
WESTERN MICHIGAN UNIVERSITY ♦ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899**