Curricular Practical Training (CPT)

Application Procedure - review this document with your advisor – BOTH SIDES.

Any questions or concerns may be addressed to Jo Cooper, Designated School Official (DSO) in Admissions. (6-6897)

Purpose of CPT

• Practical training may only be issued to students for training that is “directly related to his or her major area of study” (8 CFR 214.2(f)(10)). Furthermore, curricular practical training may only be issued for training “that is an integral part of an established curriculum.”

• If the work experience DOES NOT meet this qualification, CPT authorization cannot be given.

• Student may begin work only after the submission of completed paperwork and s/he has a copy of an I-20 with employment authorization recorded on page 3.

• May be authorized on a semester-by-semester basis. New documentation must be provided each semester, including the appropriate course registration.

**You must make an appointment with Beth Cok in Career Development to coordinate this internship?
E-mail Beth Cok at (bcok@calvin.edu) to make an appointment. Send her available times in your schedule.

**Are you going to do an Independent Study?  Yes ____  No ____

If Yes - in addition to the items below, you must provide a copy of the Independent Study Request Form that is also required by the Registrars Office.

The following items are required to issue CPT work authorization. Please submit all items to Jo Cooper, DSO.

1. The student must be registered for the course that is clearly associated with the proposed employment.

2. CPT Recommendation form must be completed and signed by academic advisor or department chair.

3. CPT Co-op Agreement form completed and signed by the employer. The form can be downloaded from http://www.calvin.edu/isdo/immigration/f1-regulations.html

4. The prospective employer must issue a letter on company letterhead. The letter must conform with the offer letter template provided by Calvin College at http://www.calvin.edu/isdo/immigration/f1-regulations.html

5. Job Description

A letter from the DSO will be sent to the student’s employer giving specifics about the dates authorized to work.
Note to Advisor

It is very important that you, as the academic advisor, help to authenticate this training/employment as an integral part of the student’s major program of study. US visa regulations require that all employment undertaken through CPT authorization is curricular in nature. CPT employment should be an opportunity for students to apply knowledge gained in the classroom. The Calvin College Designated School Official (DSO) who will review this application is relying on your confirmation that the employment will provide a valuable academic experience for the student major program of study.

Approach CPT primarily from an academic perspective and secondarily from an employment perspective.

Student Eligibility Criteria:

- Student must be in active F-1 student visa status
- Student must be in good academic standing at Calvin College
- Student must have studied on a full-time basis for the two semesters immediately preceding the CPT work authorization

An application for CPT does not guarantee authorization.

To authorize a previously granted CPT experience, there must be documentation of a clear change of level of responsibility or project, etc.

Employment Criteria:

- The internship/employment must be required to complete graduation requirements or
- CPT must be part of the student’s major. CPT is defined as “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.”

The academic advisor must confirm via the CPT Recommendation form that this internship meets one of the two criteria above.

NOTE: Although authorized part-time curricular practical training employment is permitted for any length of time with no penalties, students who have completed one year (cumulative) of full-time Curricular Practical Training are ineligible for post-completion Optional Practical Training.

CPT is authorized in SEVIS. CPT authorization will result in a new SEVIS I-20 with written authorization for the employment on page 3.

Update: 2/6/15