

## Curricular Practical Training Information

### Eligibility

To be approved for Curricular Practical Training (CPT) you must qualify based on the following criteria:

- You must have been enrolled as a full-time F-1 student for one academic year. Graduate students that must begin prior to one year may be exempt from this requirement.
- You must be in good academic standing.
- You must have maintained valid immigration status.
- You must continue to be enrolled for a full course of study during CPT.
- The proposed employment/training must be established as an “integral” part of your degree program and applied toward the completion of your degree.

### Types of CPT

#### ***Degree Requirement***

CPT may be approved when an internship, practicum, or clinical hours are a requirement of the degree (i.e. students must complete internship, practicum, or clinical hours in order to satisfy degree requirements). Authorization may be given for either full-time or part-time employment. The determination is dependent upon the requirements of the academic department as stated in the course catalog.

#### ***Course Credit***

CPT may be approved when a student is enrolled in a course that requires employment/training to earn a grade or a course where students design their own research project based on the employment/training that they obtain. Enrollment within the course must be concurrent with the employment/training. Employment/training may take place during the fall, spring, or summer semester. Authorization is granted on a semester only basis. If a student wishes to work for a period longer than the last day of the given semester he/she must enroll in the next available semester prior to any extension of the CPT authorization.

### **Fall/Spring CPT**

Employment/training is limited to part-time during the fall and spring semesters (20 hours per week or fewer). The 20 hours per week is inclusive of all other on and off-campus work hours as well.

### **Summer CPT**

Full-time employment/training is permitted during the summer semester (more than 20 hours per week) for continuing students. If the summer is the student’s first semester in a degree program, CPT is limited to 20 hours per week. Authorization may be granted from the day after spring semester ends until the last day of the summer semester.

***Please allow 3-5 business days for your application to be reviewed and processed.***

## Curricular Practical Training Application Procedures

*Please allow 3-5 business days for your application to be reviewed and processed.*

1. Consult with the International Student and Scholar Coordinator prior to accepting or beginning any off-campus employment/training. It must be determined whether the proposed objectives meet the requirements for CPT and that you meet eligibility requirements prior to applying for CPT.
2. Confirm that your local/off-campus address is up-to-date in Banner. The processing of your I-20 will be delayed if the information in Banner does not match the address listed on your CPT Application Form.
3. Complete the following sections of the CPT Application Form:
  - a. **Student Information**
  - b. **Employment/Training Information** (One section for each employment location)  
Note: Your academic advisor will complete the **Academic Department Recommendation** section.
4. Your CPT will be reviewed based on your student records, maintenance of F-1 status, program of study, and whether or not the proposed employment/training meets the criteria for CPT. This review will be done when your completed CPT application is turned in. CPT applications should be accompanied by the following:
  - a. Employment/Job offer letter (optional)
  - b. Copy of Passport
  - c. Copy of Visa
  - d. Copy of I-94 card (passport or online)
5. You will be contacted via Samford e-mail concerning the status of your request. If approved, you will be notified to pickup your new I-20, which will reflect the approved CPT.
6. You must have the new I-20 (with CPT approval) before beginning employment.

**STUDENT INFORMATION**

Family Name:	Given Name:
Student ID Number:	SEVIS ID Number:
Major:	Level of Study: <input type="checkbox"/> Bachelors <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
Telephone:	E-mail: <div style="text-align: right;">@samford.edu</div>
Address:	Are you currently working on or off campus: <input type="checkbox"/> Yes    If so which one? <input type="checkbox"/> On-campus <input type="checkbox"/> Off- campus <input type="checkbox"/> No

**ACADEMIC DEPARTMENT RECOMMENDATION (To be completed by the department advisor)**

Advisor's Name:	Department:
Telephone:	E-mail:
For this CPT the student is:  <input type="checkbox"/> Satisfying a <b>required</b> component to the degree    OR  <input type="checkbox"/> Receiving course credit in the following course (course number): _____	
<i>By signing below, I confirm that this work experience is related to the student's academic program.</i> Optional Comments	
Advisor's Signature:	Date:

**EMPLOYMENT/TRAINING INFORMATION**

Job/Training Position:	<input type="checkbox"/> Part-time (20 hours/week or less)  <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date:  (no earlier than the first day of the semester)	Requested End Date:  (no later than the last day of finals)
Company Name (if paid by a 3 <sup>rd</sup> party staffing agency, enter their name here)	
Company Address (may differ from site of employment)	
Street:	
City:	State:                      Zip Code:

**ADDITIONAL EMPLOYMENT/TRAINING INFORMATION**

Job/Training Position:	<input type="checkbox"/> Part-time (20 hours/week or less)  <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date:  (no earlier than the first day of the semester)	Requested End Date:  (no later than the last day of finals)
Company Name (if paid by a 3 <sup>rd</sup> party staffing agency, enter their name here)	
Company Address (may differ from site of employment)	
Street:	
City:	State:                      Zip Code:

Job/Training Position:	<input type="checkbox"/> Part-time (20 hours/week or less)  <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date:  (no earlier than the first day of the semester)	Requested End Date:  (no later than the last day of finals)
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