

COURSE REQUIRED CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION

Federal regulations define Curricular practical training (CPT) as employment authorization which fulfills an “integral part of an established curriculum.”

DEADLINES:

- The deadline to apply for CPT for any given semester is the **add/drop date** of the semester.

INFORMATION:

- International Student Services **must approve** CPT and provide a new I-20 with CPT information.
- **Your CPT I-20** is needed in order to legally work.
- Employment opportunities must meet **specific academic requirements** to qualify for CPT.
- In most cases, you can work a **maximum of 20 hours/week** total during the school year, off-campus and on-campus employment combined.
- During official summer and winter breaks, CPT can be authorized for up to **40 hours/week**.
- Full-time CPT is **not allowed** during the fall & spring semesters except for the following reasons:
 - 1) You are in program that requires a full-time internship during Fall/Spring.
 - 2) You are in your final semester & have been approved to enroll less than full-time, and your academic course expressly requires or recommends full-time employment.
 - 3) You are a graduate student, you have completed all coursework requirements, and you need CPT for dissertation or thesis research
 - 4) You have been approved for a cooperative education program through the Career Center
- **CPT is work-site and employer specific.** Authorization must be renewed each semester.

ELIGIBILITY:

- You must have been fully enrolled as a student for at least **one academic year**.
- While utilizing CPT, you are required to **maintain F-1 status**, including full-time enrollment requirements.

COURSE REQUIRED CPT APPLICATION CHECKLIST

- Academic Advisor Recommendation Form completed and signed
- Employer Recommendation Form OR Official Offer Letter with details of employment
- Registration in an internship course, practicum, field study, directed study & research, or other type of course that requires the respective employment in order to complete the course. Concurrent enrollment in this course is required at the time of the CPT completion.
- A passing score on the CPT Online Workshop quiz or attendance at a qualifying in-person workshop

CURRICULAR PRACTICAL TRAINING APPLICATION COURSE REQUIRED CPT

STUDENT COMPLETES THIS SECTION:

1. Name:	2. Email:
3. Phone number:	4. Degree Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD
5. Major:	6. How many hours/week will you work?
7. Company Name:	
8. Company Address:	
9. Start Date*: <small>Must be a future date, at least five business days from submission</small>	10. End Date:
11. Certification: <i>My signature confirms the following: I understand that I may not begin my Curricular Practical Training until an International Student Advisor authorizes it on my I-20. I may engage only in work for the specific employer, location, and period approved and recorded by International Student Services. The information on this form is true and accurate.</i>	
Student Signature:	Date:

ACADEMIC ADVISOR COMPLETES THIS SECTION:

1. Course Name:	2. Course Number:
3. Number of Credit Hours:	4. Instructor Name:
5. The semester of enrollment in this course is: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	
6. Does the course require student complete a work experience/practicum/field study/practical experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Does this student's work opportunity meet the requirements of the course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Please describe how the requested employment is integral part to student's course/academic curriculum:	
9. Certification: <i>My signature confirms the following: I recommend that this student be granted CPT work authorization to fulfill the academic requirements described above. I have verified the student portion of this form. The recommended work experience is an integral and/or required part of the student's program of study. The information on this form is true & accurate.</i>	
Name:	
Title & Department:	
Phone:	Email:
Advisor Signature:	Date:

CURRICULAR PRACTICAL TRAINING APPLICATION EMPLOYER FORM

Curricular Practical Training (CPT) is employment authorization for F-1 students which fulfills an **integral** part of an **established** curriculum. F-1 student must be in status & in good academic standing. The employer, the student, and the academic advisor must agree on clearly defined course objectives for the program, as it must be done to satisfy degree requirements. **Return this completed form to the student or scan and email to iss@sc.edu. If you have any questions, please call (803) 777-7461.**

EMPLOYER COMPLETES THIS SECTION:

1. Student's First Name:		2. Student Last Name:	
3. Employer/Company Name:			
4. Physical Address Where Student Will Work:			
5. Student's Job Title:			
6. Student's Job Duties:			
7. Employment Start Date:		8. End Date:	9. Number of hours per week:
10. Name of Employer Contact Person (<i>supervisor or HR contact</i>):			
11. Title of Employer Contact Person:			
12. E-mail address of Employer Contact:			
13. Telephone Number of Employer Contact:			
Employer Certification: My organization is aware that this training experience will be performed in satisfaction of an integral academic component at the University of South Carolina. IF APPLICABLE: My organization has discussed with the student the possibility of the student conducting research and collecting data while employed with our company and the possible use of this data in the student's thesis or dissertation subject to the approval my organization. <i>My signature below confirms that the information on this form is true & accurate. I understand that this information will be reported to the Department of Homeland Security.</i>			
Signature:		Date:	