

CURRICULAR PRACTICAL TRAINING APPLICATION PROCEDURES

Definition

Curricular Practical Training (CPT) permits F-1 students to engage in employment in their major field of study during their course of study. It refers to an internship, co-op program, practicum or similar employment, which is undertaken prior to completion of studies. *The training must be a required part of the curriculum OR an integral part of the established curriculum and the student must receive academic credit for the employment.*

Eligibility

A student must be maintaining F-1 status and be enrolled full-time for at least two semesters before being eligible for Curricular Practical Training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. Students entering a new program of study after Optional Practical Training will not be eligible for CPT until they have completed two semesters of full-time coursework in their new degree program.

Restrictions

Students who receive one year of full-time curricular practical training are ineligible for Optional Practical Training (OPT).

How To Apply

1. Schedule a meeting with your Academic Advisor to talk through your potential CPT opportunity. Confirm that the work is either a required part of your curriculum, OR an integral part of the curriculum.
 - a. Register with your Advisor for the course identified on the recommendation form.
 - b. Inform your advisor that a recommendation request will be coming to him/her via e-mail soon.
 - c.
2. Connect with your potential employer and ask him/her to provide you with an offer letter, similar to this [example template](#).
3. Go to <http://globaljays.creighton.edu/> login with Blue credentials, click “ISSS Forms”
 - Click on “Employment Authorization” at the bottom
 - Click on “Curricular Practical Training” (CPT)

Complete all of the sections:

- a. Upload the [Employer Letter](#) in the “Attached Documents” area
- b. Click the Letter Request Form and upload the Employer (only if this is your first job in the US and you do not have a social security number)
- c. Read through the Learning Content for “CPT Guidelines and Application Procedures” – Click “Read”

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- d. Submit your Academic Advisor's e-mail for a recommendation
 - e. Click into the Questionnaire Form and enter the information that you, your employer, and advisor have agreed upon (ie: start and end date, etc.). Hit submit.
 - f. Sign the Signature Documents "CPT Statement of Understanding" (if under 19, have parent/guardian sign). Click print, then sign, scan to your e-mail, and finally forward it to lucyhancock@creighton.edu, as a prompt for her to review your completed CPT application. Please wait 2-3 business days for follow up.
4. If everything is in order, the ISSS Office will authorize CPT in SEVIS and issue you a new I-20 with the authorization. This will serve as the official document authorizing the CPT employment. The employment authorized is employer, location, and date specific.

Application Deadline

1. Students must begin the application process for Curricular Practical Training with their Academic Advisor **at least 2 weeks before** the anticipated start date of the employment/internship.
2. All forms and letters must be submitted to the ISS Office **at least one week before** the anticipated start date of the employment/internship.

PLEASE NOTE: YOU MAY NOT BEGIN YOUR EMPLOYMENT OR INTERNSHIP BEFORE YOUR REQUEST HAS BEEN APPROVED BY THE ISS OFFICE

***SAMPLE EMPLOYER LETTER FOR
F-1 CURRICULAR PRACTICAL
TRAINING***

Please use company letterhead when writing an employment offer for F-1 students from Creighton University. Please complete the portions in **parenthesis () and bolded** as appropriate by the employer.

(Today's Date)

Dear *(Student's Name)*:

This is to confirm that (company name) is offering you employment as (job title) for (number of months) months starting (starting date). The employment end date will be (ending date). This position is offered as (part-time/full-time) employment. You will be required to work approximately (number) of hours per week.

The goals and objectives of your training with us will be (list goals and objectives). Specifically, you will be involved in (specify job duties).

The location of your experience will be (address of employment location).

Your direct supervisor will be (name and title of supervisor). (His/Her) address and telephone number is (company address if different than above and telephone number of the supervisor).

Sincerely,

(Original Signature of Employer – no stamps please) (Typed name and title of employer)

cc: Global Engagement Office