

# F-1

Tompkins Cortland Community College  
Global Initiative Office, Room 230

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## **F-1 Curricular Practical Training (CPT) REQUEST**

U.S. Citizenship and Immigration Services (USCIS) defines Curricular Practical Training (CPT) as employment which is an *integral part of an established curriculum*, including: “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. “[8 CFR 214.2(f)(10)(i)]. CPT is available *only prior to the completion of your degree program* and you must have a job offer at the time of application.

### **There are two types of CPT:**

1. **Required part of program** – the program requires employment in the field of study to graduate;
2. **Non-required part of program** – the practical experience is for credit and directly related to your field of study.  
*You must be enrolled for the course while engaging in this type of CPT.*

### **STUDENT ELIGIBILITY REQUIREMENTS**

To apply, USCIS requirements state that you must:

- Have been lawfully enrolled on a full-time basis for at least *one academic year*;
- Be *in lawful F-1 status* at the time of applying for CPT;
- Have a *job offer*.

### **PART TIME CPT VS. FULL TIME CPT**

**Part-time CPT:** Employment for 20 hours or less per week is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

**Full-time CPT:** Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT).

### **PROCEDURES FOR APPLICATION**

Contact the International Student Advisor to set up an appointment, in advance. At your scheduled appointment, you must bring the following:

- A copy of your job offer letter
- A copy of the course description as it appears in the Tompkins Cortland Community College Catalog or online catalogue through MyInfo;
- The completed “Supervising Department Chair Recommendation for CPT” (Below, page 3)
- Your current passport, I-94 card, original Form I-20 and all previous ones (Student copy, page 3&4).

For non-required CPT, the Global Initiatives Office will be checking your TC3 account to determine whether or not you are signed up for the appropriate course. If you are not registered for the course, your application for CPT will not be approved. *You are required to be registered for the course during the entire term and complete it at the end of the term.*

A copy of the job offer letter you obtained from the employer. The job offer letter must contain the following information:

- The student's name;
- The company's name;
- A statement of the job offer;
- The number of hours to be worked (or full or part-time specified);
- The beginning and end dates of the employment;
- The letter must be on the company's letterhead.

If your application is approved, USCIS will be informed and you will be issued a new Form I-20 with your CPT authorization. Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for that semester and also register for the appropriate course for that term.

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**Supervising Department Chair Recommendation for CPT**

Curricular Practical Training (CPT) employment, which is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for at least two consecutive terms. To be considered CPT, the work must not only **be related to the major field of study**, but also be an **integral part of the curriculum**. CPT is not meant to be a convenient employment opportunity for international students. **CPT must have a valid purpose in the student’s program of study.**

**There are two types of Curricular Practical Training:**

- Required part of program (the program requires employment in the field of study to graduate) or
- Non-required part of program (training opportunity which is “credit bearing” and an integral part of the academic program).

Please note that for “credit bearing” CPT, students must be enrolled during the semester that they are engaged in CPT. Very few programs at Tompkins Cortland Community College require employment in the field of study to graduate, but the non-required CPT may be an excellent way to meet the student’s need for practical experience.

**TO BE COMPLETED BY SUPERVISING DEPARTMENT CHAIR -- NOT THE STUDENT**

Student Name: \_\_\_\_\_

TC3 I.D. Number: \_\_\_\_\_ Major: \_\_\_\_\_

Number of Credits Remaining to Graduate: \_\_\_\_\_

Anticipated Program Completion Date: \_\_\_\_\_

Course Name and Number for student: \_\_\_\_\_ Number of Credits for the Employment: \_\_\_\_\_

Semester Student is registered for above course: \_\_\_\_\_ 20\_\_\_\_

**CPT is not meant to be a convenient employment opportunity. It must have a valid purpose in the student’s program of study.**

\_\_\_\_\_  
Signature and Printed Name of Advisor

\_\_\_\_\_  
Signature and Printed Name of Department Chair

\_\_\_\_\_  
Department