

# F-1 CURRICULAR PRACTICAL TRAINING WORKSHEET

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## What is it?

**CURRICULAR PRACTICAL TRAINING (CPT)** is an opportunity for international students in F-1 status to participate in professional, temporary employment such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. ***The training must either be a required part OR an integral part of the established curriculum and the student must receive academic credit for the employment that will count toward degree requirements.***

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## Time Allowed

Employment may be either full-time (more than 20 hours a week) or part-time (20 hours or less a week). If 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period. A new CPT E-form must be submitted and authorized for each semester a student wants CPT.

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## Choosing the Class and Dates

For the employment, the student must enroll in a class for credit and the class **MUST** either be required for the degree or the class must qualify as an elective course required for the student's degree.

The period of employment should normally fall within the dates of a given academic term. If it does not, the course instructor must provide reasoning why in the E-form. ***A new CPT E-form must be submitted and authorized for each semester a student wants CPT.*** Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. Both failure to enroll in the specific course for which the CPT is approved and to complete the employment during the period of authorization will result in a violation of immigration status.

Students who have finished all course requirements except for thesis, dissertation or equivalent may only participate in CPT if the employment **IS REQUIRED** in order to obtain data or observations from the employment that will be published in and significantly contribute to the thesis, dissertation or equivalent.

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## Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

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## Authorization

CPT is authorized by an international student advisor in the International Support Services Office (ISS) upon review and approval of the CPT eform request. Employment may not begin until the proper authorization is obtained on page 2 of the student's I-20 and must end by the authorized completion date.

CPT is NOT a stop-gap or a back door to employment. For work that is directly related to the student's major, but has no curricular component, the student should consider Optional Practical Training.

*See reverse side on How to Apply for CPT*

# HOW TO APPLY FOR CPT

1. Secure a letter from the employer specifying the employment dates, job title and a job description.
2. Meet with your CPT course instructor and your academic advisor before you submit any E-forms on the iHawk website.
3. Log into <https://ihawk.ku.edu> using your KU online ID and password.
4. Click “F-1 Practical Training” then “CPT Request”.
5. Read the instructions carefully then click “Start a New Request”.
6. Submit Parts 1 & 2 (Instructor Recommendation AND Academic Advisor Recommendation).

## What You Will Need to Submit Part 1:

- CPT course instructor’s name, email address and phone number (your course instructor may be the same as your academic advisor)
- Your CPT employer’s name and address
- The dates you are requesting CPT (normally within semester dates)
- A letter from the employer (with dates, job title and job description)



Once you submit Part 1, your CPT course instructor will receive an email and will need to verify the information, as well as provide the course information and number of hours you will work each week at the employer.

## What You Will Need to Submit Part 2:

- Academic advisor’s name, email address and phone number



After your course instructor (from Part 1) has completed their portion, your academic advisor will receive an email and will need to (1) inform us when you are expected to graduate, and (2) explain HOW the employment is a required or integral part of your curriculum.

## Helpful Hints:

- If possible, bring a portable device when you meet with your course instructor/advisor and submit the E-forms in front of them. Plan ahead and have a PDF of a letter from your employer accessible for upload.
- Follow the email communication you receive from the ISS office. **You will be notified when your course instructor and academic advisor have submitted their parts via email.**
- You can also monitor the status of your request in [iHawk](#). Once BOTH parts of your CPT e-form are in “PENDING” status, (  ) your request is ready to be reviewed by an ISS immigration advisor.
- You MUST meet with an ISS immigration advisor to review your request for CPT, otherwise your request cannot be processed.
- Employment may begin only after the ISS advisor has authorized the CPT by endorsing your CPT I-20. **The I-20 is the official document authorizing your employment.**

*Reference: 8 CFR 214.2 (f) (10)(i)*