



Center for International Education
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CURRICULAR PRACTICAL TRAINING (CPT)

Application Process

Students in F-1 status may participate in an internship/co-op/practicum program defined as “an integral part of an established curriculum”. To do so, you must apply for Curricular Practical Training through specific procedures as established by the United States Citizenship & Immigration Services (USCIS). These training programs can be required or optional, and can be paid, or unpaid. To be eligible, you must have been enrolled fulltime in the F-1 status for one academic year (9 months). CPT permission must be obtained prior to beginning the training program.

Steps to Follow

- 1) Arrange for placement with the Director of the Co-op program or your faculty advisor. Please note that your practical training must be directly related to your field of study.
- 2) Complete Part I of this application and gather any supporting materials (employment offer letter). Meet with your Employment/Site Supervisor and your Academic Advisor to complete Parts II & III.
- 3) Submit this completed application to the Center for International Education, located in the Gallagher Student Center, Room 230, during our Walk-In Advising Hours, Mondays - Thursdays from 12-4pm, so a staff can review your materials and answer any questions you may have about CPT.
- 4) Please keep in mind that this type of request can take up to 5 business days to process. Once you are approved for CPT, a new I-20 will be issued to you with the CPT authorization printed on page two of your new I-20.
- 5) **DO NOT begin work without your CPT authorization in hand.** Students who begin working without written permission in hand will be breaking U.S. law and will be out-of status with immigration.

PART I: To Be Completed By The Student

First Name: _____

Family Name: _____

Student ID: _____

Academic Term: _____

E-mail: _____

Please check below. I am an (a)...

Undergraduate Student

Graduate Student

Phone: _____

Major (s): _____

Expected Graduation Date: _____

Address: _____

LEARNING CONTRACT - To Be Completed By The Student

Please list 3 Learning Objectives that connect your work, internship or training to your academic course. Meet with your Academic Advisor and reach out to your course instructor (in person or by email) to help determine learning objectives and outcomes. Your instructor may provide you with a course syllabus or additional resources to help with this process. You may wish to consult with your employer or supervisor as well.

1.

2.

3.

PLEASE DESCRIBE ANY KNOWLEDGE & SKILLS YOU WILL LEARN BY DOING THIS CURRICULAR PRACTICAL TRAINING.

Student Signature & Date:

Employment Supervisor Signature & Date:

Assistant Dean, Faculty Supervisor, or Co-op/Internship/Practicum/Residency Advisor Signature & Date:

PART II: To Be Completed By Site/Employment Supervisor

Instructions for Employer: Thank you for taking the time to complete this form. By doing so, we may authorize our student to legally work for you. This information is required according to federal visa regulations. Please note that the student may not begin working until the CPT has been authorized. Our normal processing time is approximately five business days. Please contact us if you have any questions.

Please attach an employment offer letter that provides the position title and a job description that describes the duties and responsibilities of this job/internship/co-op experience. Thank you!

Company Name: _____

Work Site Address: _____

Dates of Training/Work: _____ to _____ (MM/DD/YYYY)

Student will be working:

- Part-time (20 or less hours/week) - Paid
- Part-time (20 or less hours/week) - Unpaid
- Full-time (21 or more hours/week) - Paid
- Full-time (21 or more hours/week) - Unpaid

Supervisor Signature: _____ Date: _____

Supervisor Name & Title (Printed): _____

Phone: _____ E-mail: _____

PART III: To Be Completed By Assistant Dean/Faculty Supervisor/Co-Op, Internship, Practicum, or Residency Advisor

The student has my permission to engage in this practical training experience. This practical training is related to the student's major(s).

Academic Term: _____ Dates of CPT experience: _____ to _____

Name of Course: _____

Course number: _____ Total Number of Credits Student Will Earn: _____

Student's Major(s): _____

AD/Faculty Supervisor/Advisor Signature: _____ Date: _____

AD/Faculty Supervisor/Advisor Name & Title (Printed): _____

Phone: _____ Email: _____

FOR CIE OFFICE USE ONLY

Intake:

Received by: _____

Date: _____

- Take in request and tell student this request may take up to 5 business days.
- Tell student that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.
Check Address in Banner/SEVIS.

Review CPT Application:

Verify enrollment of the CPT course in Banner.

Verify full-time study for one academic year (9 months/two terms).

Or, if the student qualifies for graduate student exemption for immediate CPT participation based on program requirement.

If requesting full-time work, student qualifies based on:

Work occurs during summer

Enrolled in a course designed to grant credit for full-time work

Once approved, update SEVIS/Sunapsis and process the CPT authorization.

Issue the new CPT I-20.

Enter attribute in native Banner SGASADD.

Dispatch:

- Review the file and make a copy of any products (new documents or letters) in GREEN if any.
- Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).
- Email the student that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.
- Place any documents or letters in the file cabinet at the front desk for pick up.
- File the folder.

Notes: