



## Curricular Practical Training

**Curricular Practical Training (CPT)** is defined 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. CPT employment may not delay completion of the academic program.

### Part-Time vs. Full-Time CPT

**Part-time CPT:** Employment for 20 hours or less per week is considered part-time. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled in classes 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. Please be aware that 12 months or more of full-time CPT will invalidate your eligibility for Optional Practical Training (OPT). During the academic year (fall and spring semesters), you must be simultaneously enrolled in order to maintain lawful F-1 status.

### Eligibility Criteria for CPT:

- You must be in valid F-1/F-3 status at the time of application
- You must have been enrolled full-time and for one academic year preceding the CPT application.
  - If a graduate program requires the training program to begin immediately, this requirement can be waived
- The training must be an important and integral part of your program of study
- The training must be part of a course, which is either required by your degree program, or part of a course for which the student receives academic credit
- The course must be listed in the TAMIU catalogue as "Internship" or "Practicum."
- You must have a job offer

Note: If you are engaged in CPT during the academic year (fall and spring semesters), you must be enrolled full-time in order to maintain your F-1 status, unless it is your last semester. Students are allowed to be enrolled part-time in their last term before program completion, but only if they receive a Reduced Course Load (RCL) approval.

### To apply for CPT bring the following to your appointment:

- Completed Authorization for Curricular Practical Training Form
- I-20
- Letter of employment (This letter must be on company letter head and include the following information:
  - Name and location of the company/institution where you will work
  - Name and telephone number of the supervisor
  - Beginning and ending dates of employment
  - Amount of hours per week you will be working
  - Description of the work to be performed
  - Company Employee Identification Number (EIN)
- Passport
- Visa
- Proof of registration for internship class





# TEXAS A&M INTERNATIONAL UNIVERSITY

Student Information					
TAMIU ID		Last Name		First Name	
Visa Type		Phone		TAMIU Email	
Academic Information					
Classification			College		Major
FR	SO	JR	SR	GR	
Cumulative GPA			Total hours completed		Expected Graduation Date
Academic Advisor					
<p>To qualify the student must have successfully completed one academic year and be in good academic standing. The practical training must be a degree requirement or planned option in the student's degree plan. The academic advisor and internship coordinator must establish the course objectives the student will be expected to achieve during the training.</p>					
Course Name		Course Number	Credit hours for CPT		Semester/Year
Faculty monitoring the students' progress:					
Employer Information					
Company Name		Supervisor Name		Address	
City		State	Zip Code	Employment	
				Full-time	Part-time
Verification and Signatures					
All information provided on this application is true and correct to the best of my knowledge.					
Student Name			Signature		Date
Internship Coordinator Name			Signature		Date
Academic Advisor Name			Signature		Date

