

Curricular Practical Training (CPT) for F-1 Visa Holders

For work experience directly related to your major field of study while you are still a student, you may apply for Curricular Practical Training (CPT). An International Student Advisor (ISA) in International Students Services (ISS) authorizes CPT if you meet the following conditions:

- Enrolled full time in a degree program for 9 consecutive months.
- Have a job offer that your academic department verifies is practical work experience in your major or official minor field of study (e.g. internships).

(Note: Graduate students in programs requiring an internship in the first semester may be able to have CPT the first semester).

- **Part-time CPT** is for 20 hours of work or less per week. There is no limitation on the length of time you can have part-time CPT.
- **Full-time CPT** is for more than 20 hours per week. If you use full-time CPT for one full year or more (365 days +), you will lose Optional Practical Training for that degree level. **(full time CPT is only offered during the summer semester)**

To apply for CPT, follow the steps below

1. Obtain the CPT Endorsement Form from the ISS office or print a copy of the form attached here with this document.
2. Have your academic adviser or major professor complete the CPT Endorsement Form. *This form must be completed before an ISA can authorize CPT.*
3. Make an appointment with an ISA to request CPT authorization.
4. Bring to the meeting:
 - CPT Endorsement Form completed and signed by your academic adviser or major professor and job offer letter.
 - Proof of registration of a Metropolitan State University internship credit as indicated on the CPT Endorsement Form.
5. Pick up the I-20 with CPT authorization from ISS office in 229 or 231 FH.
6. Show the I-20 with CPT authorization to your employer before you start working.

Note: You must repeat steps 1-6 if you extend the CPT authorization or change employers. To prevent a break in employment eligibility, apply at least one month before your current CPT authorization expires. Keep your address updated by informing ISS or completing and mailing Form AR-11 <http://www.uscis.gov/ar-11> directly to USCIS each time you move.

If you have questions, please contact ISS office in room 229 or 231 FH or Call 651-793-1315.

Curricular Practical Training (CPT) Endorsement Form

(ISS Office Use Only)

To be completed by the student and signed by the Academic Adviser. This information is needed to process the student's request for CPT, which may be either a required or optional component of the student's curriculum.

Complete By Student

Student's Name: _____

Student ID Number: _____

This student has been offered employment with the following company:

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Begin/End Dates: _____ Number of Hours per Week: _____

If you are a graduate student who is **also** on assistantship, include the following:

MSU Department: _____

Will assistantship continue during dates of CPT employment? Yes / No

Is this a half-time or quarter-time assistantship? 1/2-time / 1/4-time

(Full-time CPT is only offered during the summer semester)

Complete By Student/Advisor

As part of the student's academic program, curricular practical training is

_____ Required (program-specific requires to register for internship credit)

_____ Optional (student must register for a university course/credit, can be part of major). Student will register for course number _____ (attach proof of registration).

Complete By Advisor

****I verify that the employment is related to student's major field of study.**

****Student should provide a copy of the job offer.**

Name of Academic Advisor: _____

Signature of Advisor: _____

Date

Telephone Number

E-mail Address

If you have questions about Curricular Practical Training, please contact International Student Services (ISS), Metropolitan State University, 229/231 Founders Hall, St. Paul, MN 55106-5000

This information has been prepared by:

International Students Services, 229/231 Founders Hall, Metropolitan State University, Saint Paul, Minnesota 50011-5000

Phone 651-793-1315, Fax 651-793-1546

<http://www.metrostate.edu/studentaff/int.html>

07/18/2019