

This form is to be submitted to the Office of International Services (OIS) by any F-1 international student wishing to apply for Curricular Practical Training (CPT) authorization. The international student will need to submit this form along with the documents indicated on the Office of International Services' "F-1 Curricular Practical Training Student Request Form" to the Office of International Services in order to request Curricular Practical Training (CPT) authorization. OIS will process the completed forms within 10 business days of receipt and email the student once the I-20 form with CPT authorization has been issued. Forms can be found at <http://www.uthscsa.edu/ois>.

What is "CPT?"

CPT, or Curricular Practical Training, is a temporary employment authorization designed to give F-1 international students practical training in their field of study prior to the completion of their academic programs. It may be paid or unpaid and either part-time or full-time. It allows for academic training that is required by the program (regardless of whether or not academic credit hours are awarded for it) and/or training that is not required by the academic program but for which the student will receive academic credit. In order to qualify as CPT, the employment must be directly related to a student's major area of study and an integral part of the established curriculum. For CPT to be considered an integral part of the established curricular and authorized, the internship or practicum must be either:

- Required of all students within the major as demonstrated in the university's official catalog or
- Required to graduate from the academic program, as shown in the university's official catalog or
- Authorized by the school through a cooperative/educational affiliation agreement or
- Counted towards a degree requirement and for academic credit, as outlined in the degree program and course description listed in the university's official catalog.

When is a student eligible for CPT?

A student is eligible to apply for CPT authorization when s/he has been enrolled as a full-time student for one academic year. One academic year is considered the completion of two semesters without regard to summer or winter breaks. A student does not need to have been in F-1 status during this time in order to meet the one year requirement. The one year of full-time enrollment does not have to have been at this university. Graduate students whose academic programs require immediate participation in an internship or practicum may be eligible for CPT during their first academic year. The student must continue to be enrolled for a full course of study during the CPT training experience. If the employment experience is full-time and both the academic department and registrar's office consider the training experience to constitute full-time academic enrollment in and of itself, then that is acceptable.

Additional Information about CPT:

- CPT is authorized per semester. Therefore, students must submit a new CPT request, including all the necessary supporting documents, each semester they request CPT authorization.
- CPT may begin on or after the first day of the semester. CPT must end before the first day of the following semester.
- A student will be ineligible for post-graduation Optional Practical Training if s/he participates in 365 days or more of full-time CPT.
- If a student changes employers during the training program, the student must apply for a new period of CPT authorization before working for the new employer.
- The student may not begin working before the CPT start date or work after the authorized end date.

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By signing below I attest that I understand:

- CPT is authorized per semester. Therefore, I must submit a new CPT request, including all the necessary supporting documents, each semester I request CPT authorization.
- CPT may begin on or after the first day of the semester. CPT must end before the following semester begins.
- I will be ineligible for post-graduation Optional Practical Training if I participate in 365+ days of full-time CPT.
- If I change employers during the training program, I must apply for a new period of CPT authorization before training with a new employer.
- I may not begin training at an employer's before the CPT start date or work after the authorized end date.
- I must continue to be enrolled for a full course of study during the CPT training experience
- I will notify my international advisor if my employment experience is terminated prior to the end date authorized

Student Signature: _____

Date: _____