CURRICULAR PRACTICAL TRAINING (CPT) INSTRUCTIONS AND APPLICATION FOR F-1 STUDENTS

**DEFINITION**
Curricular Practical Training (CPT) is work authorization for employment that is directly related to your major field of study and is an integral part of your major curriculum. This employment must either be required for your degree program or allows you to earn course credit. The International Student Advisor must certify and authorize a student’s eligibility for CPT employment.

**ELIGIBILITY**
To be eligible for CPT authorization:
- you must currently be in valid F-1 status
- you must have been a full-time student for at least one academic year. An exception to this rule allows graduate students to participate in CPT at the beginning of their program if it is a requirement for their degree

**POINTS TO REMEMBER**
- CPT is only for students currently taking classes
- Students must receive CPT work authorization for either paid or unpaid employment
- CPT is generally approved for part-time (20 hours or less per week) during the semester. Full-time CPT (over 20 hours per week) can be approved under the following circumstances:
  - Student intends to participate in the employment during the summer
  - Student has completed all course requirements for the degree and is working full-time on research or thesis
  - Student is participating in a required internship that requires full-time work (such as student teaching)
- If you are authorized for CPT totaling 12 months or more of full-time employment, you will lose your eligibility for Optional Practical Training (OPT)
- You cannot begin employment until the I-20 containing employment authorization is issued by International Services
- You must register for the course that fulfills your CPT experience

**TYPES OF EMPLOYMENT THAT QUALIFY FOR CPT AUTHORIZATION**
There are 2 kinds of employment at Montclair State University that qualify for CPT authorization. To apply for CPT authorization, follow the instructions below that apply to your particular employment opportunity:

1. **Cooperative Education Employment:** For undergraduates only
   A majority of undergraduate CPT employment experiences are arranged through the Cooperative Education Office. Cooperative Education is a work-based learning program in which students are placed into an employment or internship position that provides training for which they earn Co-op Education credit. For more information on how to obtain a Co-op employment position, visit their web site at http://www.montclair.edu/career-services/cooperative-education/

2. **Other CPT Employment (not through the Co-op Education Office):**
   CPT employment opportunities at MSU that are not arranged through the Co-op Education Office require that the student enroll for a course that has a work experience component such as a field service, practicum, internship course, or independent study course. It may also be employment that is a necessary component of the student’s graduate thesis or dissertation. Employment can be paid or unpaid.
INTERNATIONAL SERVICES
GLOBAL EDUCATION CENTER

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APPLICATION PROCEDURE

Step 1: Obtain a letter from your employer. The letter must be on company letterhead and must include:

• Address where employment will take place
• Job title and description
• Beginning and ending dates
• Number of hours of work per week

Step 2: Complete Part A of the attached CPT Application

Step 3: Complete Part B or request Co-op documents at least three weeks before your employment start date

• If seeking employment through the Co-office, submit the employment letter to your Co-op Advisor and have him/her send the required letter to International Services
• If seeking other employment (not through the Co-op office), submit the employment letter to your Faculty Advisor and have him/her complete Part B of the application

Step 4: Register for the required course

Step 5: Submit the following to International Services at least two weeks before your employment start date (NOTE: International Services will not provide work authorization for late applications):

1. Completed CPT Application
2. Copy of the letter from your employer

Once the documents are submitted to International Services allow at least 10 business days for processing your application and issuing the I-20 with CPT Authorization. You cannot begin employment until you receive a new I-20 indicating work authorization.

You will receive an email when your new I-20 is ready for pick up at International Services

DO NOT begin working until you have received your new I-20 with the CPT authorization
CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION FOR F-1 STUDENTS

Part A: To be completed by Student

Last Name: _________________________________ First Name: ____________________________________

Phone: _(_____)___________________________

Email: _____________________________________________________________

Degree Level: Undergraduate ____ Graduate ____ Doctorate ____. 

Major:___________________________________

Date: ____/______/_______  CWID: ____________________

PART B: To Be Completed by Student’s Academic Advisor (For CPT applications not arranged through Co-op)

Federal Regulations permit international students in F1 student visa status to apply for limited periods of curricular practical training (CPT) employment during their studies. Each application must be accompanied by an academic official’s certification that the employment is an integral part of the student’s major program and that the student will earn course credit for successful completion of the training. The student must present to you a letter from the employer on company letterhead confirming the job offer, job title and description, beginning and ending dates, and number of hours per week. We rely upon your careful evaluation of the employment as you complete the certification below:

Employment Beginning Date: _______________  Employment End Date: _______________

This student’s employment qualifies for Curricular Practical Training (CPT) because (choose 1):

_____ The employment satisfies an internship, field service, or practicum as required by the degree program

_____ The student will enroll in a Internship course or Independent Study course

Course Title and Number

_______________________________________________________________________

Describe how the employment will be evaluated for successful course completion:

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____ The employment will yield data or crucial experience that is necessary to complete the student’s Graduate Thesis or Dissertation.

Describe how the research will form a part of the thesis or dissertation:

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Advisor’s Name & Title

Advisor’s Signature ______________________________________________________________

Department ___________________ Telephone (____)_______________ Date____/______/_____ 

If you are earning credit through Co-op:

Submit the Co-op letter and part A of this application