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F1 Curricular Practical Training (CPT) Application

In F1 student status, you may use Curricular Practical Training to obtain off-campus work authorization for internships or other work **IN YOUR MAJOR FIELD**. You are eligible for CPT if you will have **been enrolled in your academic program for a full academic year** by the start of the internship, and you have valid F1 status. Your degree program must require this off campus employment, **OR** you must be able to register for a credit bearing course **IN YOUR MAJOR** that requires the employment for you to complete the course. Usually students will do an internship in the summer, and take the course in the following fall semester. In order to apply, you must first have a job offer, and then follow the instructions below.

Step One

- Fill out the student information and internship information sections of the attached CPT recommendation form **COMPLETELY**, and then have your advisor, course professor, or co-op office fill out the middle section of the form. Your advisor must fill out the middle section of the form (not you). **(NOTE: If you are taking NMI 510, LAW 673 or ILR 599, you do NOT fill in this form, instead apply at: <http://isso.cornell.edu/students/working-us/fl-internships-cpt>)**

Step Two

- It is best if you apply for CPT authorization at least two weeks before you plan on beginning your job. Come to the ISSO with your application and sign in to speak with the advisor on duty. The advisor on duty will create a new I-20 for you.

F-1 CURRICULAR PRACTICAL TRAINING FREQUENTLY ASKED QUESTIONS

1. What is Curricular Practical Training?

Curricular Practical Training is work authorization for employment that is either required by a degree program, required for a credit-bearing course in a student's major field, or required for a student's dissertation research. The ISSO advisors authorize CPT.

2. What are the eligibility criteria for Curricular Practical Training?

In addition to the academic requirement above, a student must have been enrolled in the degree program for a full academic year by the start of the internship, and have maintained valid immigration status. Graduate students whose degree curriculum requires immediate participation in an off-campus work experience may be able to work before the academic year is complete if this requirement is clearly stated in the published program description and applies to all of the students in the program, including domestic students.

3. Does the student have to be registered while on Curricular Practical Training?

The student does not have to be registered while on CPT in the summer; however, if the student is registered as a full time student (both grad or undergrad) or registered in absentia (grad only) the student can only work part time including any time the student is already working as a TA or RA. Part time work is 20 hours or less per week.

4. Does CPT impact the amount of allowed Optional Practical Training?

If a student qualifies for CPT, s/he may use up to eleven months of full-time CPT without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time CPT, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

5. What is considered part-time training?

Employment for 20 hours or less per week while a student is enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back of the I-20 will specify permission to engage in part-time training and the student must limit the work to no more than 20 hours per week. The student must be simultaneously enrolled as a full-time student in order to maintain lawful F1 status during the Fall and Spring semesters.

6. What is considered full-time training?

Employment for more than 20 hours per week is considered full-time curricular practical training. The employment authorization on the I-20 will specify permission to participate in full-time training.

7. Does the student have to pay US taxes on the salary?

In general F1 students who have been in the U.S. for **five years or less** are exempt from social security taxes (also known as FICA tax). The student should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F1 status are subject to all other taxes that may apply, including federal, state and local.

8. What proof of employment authorization should the student give to the employer?

The I-20 form authorized for curricular practical training is the document that indicates employment authorization. The student should bring the I-20 form, passport and I-94 card or print out (from www.cbp.gov/i94) to the employer. These documents will allow the employer to complete the Employment Eligibility Verification Form I-9 which all employers are required to complete.

CPT Application Form: Student Information

Name: _____

Start date on your I-20: _____ Major Field: _____

How many semesters have you been enrolled in your current degree program? _____

SEVIS id# (upper right corner of I-20): N _____

Please detail any PREVIOUS CPT periods for which you have been authorized here:

(circle one) Full time / Part time: start date: _____ end date: _____

(circle one) Full time / Part time: start date: _____ end date: _____

(circle one) Full time / Part time: start date: _____ end date: _____

INTERNSHIP INFORMATION:

Company Name: _____

Job Location Address –this must be the actual street address of where you are working
(INCLUDE ZIP CODE): _____

_____ zip code: _____

Number of hours per week: _____ Begin Date (no sooner than the end of your exams): _____

End Date (for summer work, end date cannot be later than the day BEFORE classes start): _____

STUDENT CERTIFICATION:

I understand that by completing this form and choosing, with a professor, the method by which the employment will fulfill a curricular requirement, that I am agreeing to complete the internship and course or curricular requirements. I further understand that I should discuss any changes to the internship or academic component with the ISSO, and if I do not complete the internship or academic requirement related to this CPT, that I will be in violation of my status and the work will be considered unauthorized.

Student signature: _____ Date: _____

CPT Application: Academic Advisor's Recommendation

This form provides the ISSO with information required to grant international students in F1 status "CPT" work authorization. The work must be fulfilling a curricular requirement one of the ways described below. The academic adviser, course instructor or co-op office (not the student) must complete and sign this form. By completing and signing this form, you are certifying that this internship and the related academic credit is a legitimate academic aspect of the student's degree program.

CURRICULAR CREDIT FOR THE INTERNSHIP: In order for the student to qualify for curricular practical training, the student must either get credit in a course in the student's major field (such as an internship course or an independent study which requires the employment as the research basis for a paper or project) or the work must be required for the degree or dissertation. An academic advisor MUST certify and check ONE of the following (A-D) [Note: this form does NOT need to be completed if the student is taking NMI 5100, Law 673 or ILR 5990]:

Student Name: _____

A) _____ The student will earn credit in a course. (The course must be taken EITHER concurrently or in the semester immediately following the internship.)

Course Title & Number: _____ Semester student will take course: _____

B) _____ The work is required for the student's degree program. (this must be a written part of the requirements for the degree listed in Cornell's "programs of study" and cannot simply be related to the degree program). Degree level and field: _____

C) _____ The work will form a required part of the research for this graduate student's thesis or dissertation. Explain how the research will form a part of the thesis or dissertation:

D) _____ This work is part of the Engineering Co-op program.

CERTIFICATION OF ACADEMIC ADVISOR / COURSE INSTRUCTOR / CO-OP OFFICE:

As the student's Academic Adviser, Course instructor or co-op office, I certify that this employment is required for the academic credit in the way detailed above.

Signature of the Academic Adviser / Instructor of Course / Co-op Office Date: _____

Printed Name of the Academic Adviser / Instructor of Course / Co-op Office Title: _____