

Curricular Practical Training Request Form

To apply for CPT, you will need to send the following documents to the ISSS office at iss@louisville.edu:

- Request form.** You must obtain a Recommendation signature from your academic department at the bottom of this form.
- Employment offer letter.** Submit a copy of the employment offer letter with start and end dates.
 - To extend CPT** beyond the current semester, you must complete the below process. An extension of CPT authorization cannot be granted until proof of enrollment is available.
 - You must not engage in any work until you receive the proper authorization on your Form I-20.**
 - New Form I-20.** You will be notified when your new Form I-20 is ready after your completed application has been submitted to the ISSS office.
 - The sponsoring employer must have a formal cooperative agreement with the school or a statement from the employer must indicate that they will be cooperating with the school in achieving the curricular objectives of the training.**

Student Information

Family Name/Surname:	Given Name:
Student ID Number:	SEVIS ID Number:
Major /Department:	Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D.
Telephone:	Email:
For Graduates Students only: Are you on any Graduate Student Assistantship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you submitted the GA Workload Waiver? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment Information

Company Name:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week) (One year of full-time eliminates eligibility for OPT)
Requested Start Date :	Requested End Date :
Job Title:	
Company Address:	
Street:	City: State: Zipcode:

Academic Department Recommendation To be completed by the Academic Department

Advisor's Name:	Department:
Telephone:	Email:
Student's Expected Program Completion Date:	Is the student in candidacy or residency? <input type="checkbox"/> Yes <input type="checkbox"/> No
For this CPT: <input type="checkbox"/> it is an integral part of the completion of a degree (gaining knowledge and experience in the student's major field of degree) <input type="checkbox"/> student requires immediate participation in CPT and is receiving course credit in the following course (course name/number required): _____ <input type="checkbox"/> applying for CPT qualification for full-time enrollment capped at two <u>successive</u> semesters (you must be enrolled in a corresponding course for full-time enrollment eligibility) (course name/number required): _____	
<i>By signing below, I confirm that this work experience is related to the student's academic program and a formal cooperative agreement or a statement from the employer that they will be cooperating with the school in achieving the curricular objectives of the training for the student has been attained.</i>	
Advisor's Signature:	Date:

Curricular Practical Training Information & FAQs

Curricular Practical Training (CPT) is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training.

To obtain CPT, a student must:

- Be in a valid F-1 immigration status for a minimum of two semesters (one academic year), except for graduate students who must engage in their first semester provided that the program requires this type of experience.
- Secure a job offer related to the student's field of study.
- Get CPT authorization BEFORE beginning employment.
- Be registered for classes

Advisors at the ISSS office grant permission for CPT after establishing the student's eligibility and reviewing the application materials. The authorization is granted by issuing a new Form I-20 for the student with the employer's information notated on page 2 of the I-20. The Form I-20 should be shown to the employer as evidence of work authorization.

There is no limit to the amount of CPT a student is eligible for. However, if 12 months or more of *full-time* CPT is used, a student forfeits their Optional Practical Training eligibility (for more information about OPT information, click [here](#)). Accrual of part-time CPT does not affect eligibility for OPT.

CPT is **not available** after a student completes a degree program.

Employment Which is a Required Part of Your Degree Program:

- You are in an undergraduate field that requires an internship/practicum and have been at UofL for one academic year.
- You are a graduate student, and the proposed employment is a required part of your studies, you may apply for permission to engage in curricular practical training whenever your program requires your participation, even if it is immediately upon beginning your studies.
- You are maintaining lawful F-1 status

Part-Time vs. Full-Time Curricular Practical Training:

Part-Time Training: Employment of 20 hours or less per week while you are also enrolled in full-time classes is considered "part-time" curricular practical training. In this case, the employment authorization on page 2 of your Form I-20 should specify permission to engage in "part-time" training, and you must be careful to limit your work to no more than 20 hours per week. There is no limitation on the length of time you may participate in part-time curricular practical training, but you must be enrolled in school during your training to maintain lawful F-1 status.

Full-Time Training: Employment of 20 hours or more per week is considered "full-time" curricular practical training. The employment authorization on page 2 of your Form I-20 should, in this case, specify permission to participate in "full-time" training. There is no limitation upon the length of time you may participate in full-time curricular practical training, but if you participate for twelve months or more you will not be eligible for optional practical training.

Consideration for Full-Time Enrollment: The student may use an approved CPT to qualify for full-time enrollment. Enrollment must be in a specific internship course or other courses that count toward the completion of a degree and require additional training or experience. A doctoral student may use an approved CPT for full-time enrollment if the work is an integral part of the student's thesis/dissertation or research. Applying for CPT qualification for full-time enrollment is capped at two successive semesters.

Graduate Students on Assistantship: Graduate students on an assistantship who are working 20 hours are required to complete the [GA Workload Waiver](#). You must attain approval from the Chair of your department or Program Director must submit the request for the waiver to be approved by the Dean of the Graduate School **before** you make a request for a CPT.