



Curricular Practical Training Application Packet

If you wish to apply for Curricular Practical Training (CPT), please use this packet and follow the directions below. This packet explains the exact procedures you must follow to apply for F-1 curricular practical training.

If you have any questions or concerns after reviewing this information, please come to the Office of International Services [OIS] during Walk in Advising or make an appointment with an OIS advisor. Walk in advising hours are as follows: Monday and Wednesday 1:00 – 4:30 and Tuesday and Thursday 8:30 – 12:00. To schedule an appointment call: 410-955-3372.

Procedure Checklist

1. Read the accompanying “Curricular Practical Training for Students in F-1 Status” information sheet.
2. Obtain the faculty advisor or Department Chair’s recommendation letter. Note: Please use the attached sample advisor’s letter. **The training program MUST be a requirement for your degree program.** For example, a field placement is a requirement for completion of the degree or employment is necessary and critical to completing thesis research.
3. Obtain a letter of offer from the employer. The letter must include the following details: dates of employment, title, salary, specific address where employment will take place, description of duties to be assigned and direct supervision during period of employment.
4. Submit these documents, a **photocopy** of all previously issued I-20 form and **photocopy** of your I-94 card. The advisor will review your application and complete the necessary CPT authorization in the SEVIS system within five (5) to ten (10) business days after submission. If the application is incomplete or additional information is required, the student will be notified by the OIS. Please note, omissions/missing information will delay the processing of your CPT authorization. You will be contacted by the OIS when your CPT authorization [and new I-20 form] is ready for pick-up.
5. Employers are required to have prospective employees fill out an I-9 form. Documents you will need to show proof of employability include the most recent SEVIS I-20 endorsed for CPT, I-94 card, and valid passport.

Frequently Asked Questions

1. ***Do I need to maintain full-time course registration?*** If the training program is “full-time” and “required” of all students in the degree program and occurs during the fall and spring terms, the student may not need to maintain full-time course registration. If the training is not “required” of all students in the degree program, but rather required for completion of thesis research, then you will need to maintain full-time course registration during the authorized period of CPT.
2. ***Am I required to register for a course to engage in CPT?*** Yes, concurrent course registration is required in order to be eligible for CPT. If the training is instrumental in gathering data for thesis or dissertation research, the student may register for thesis or dissertation units concurrently during the training period. If engaging in required field placement, students must be registered for field placement credit.
3. ***Will CPT affect my eligibility for optional practical training (OPT)?*** Yes, but only if you engage in 12 months or more of **full-time** CPT will you then become **ineligible** for OPT. Engaging in less than 12 months of full-time CPT or unlimited periods of part-time CPT will have no effect on your eligibility for OPT.

Curricular Practical Training for Students in F-1 Status

Purpose

This handout is designed for students in F-1 status. It will provide you with information on a type of employment opportunity which the U. S. Citizenship & Immigration Service (U.S. CIS) calls "curricular practical training."

Definition of Curricular Practical Training

U.S. CIS defines "curricular practical training" as employment which is an integral part of an established curriculum including:

"...alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

According to the U.S. CIS, the word "required" does not always limit this type of practical training only to work experiences that are required parts of the curriculum. This clarification is discussed below in more detail.

Job Eligibility Requirements

To be considered curricular practical training, the work must not only be related to your major field of study but also must be an integral or essential part of your studies. Training that is required by your degree program always meets the requirements for curricular practical training, regardless of whether or not you receive academic credit for your work. Training that is not required by your degree program may meet the requirements for curricular practical training if you receive academic credit for the employment experience or if it is offered by sponsored employers through a co-op program at your school. In either case, it *must* be an important part of your studies. If you have a training opportunity that involves employment, check with your international student adviser to determine if it qualifies as curricular practical training.

Student Eligibility Requirements

Employment Which Is a Required Part of Your Degree Program. If (1) you are a graduate student, (2) you are maintaining lawful F-1 status, and (3) 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.

Employment Which Is Not a Required Part of Your Degree Program. In order to be eligible to apply for permission to work in a job which is not a required part of your study program, you must (1) be in lawful F-1 status and (2) have been a full-time student for at least one academic year and (3) be able to demonstrate the work/training will directly contribute to your studies and is necessary to make academic progress towards the completion of your degree.

Part-Time Training. Employment for 20 hours or less per week while you are also enrolled for classes is considered "part-time" curricular practical training. In this case, the employment authorization on page 3 of your SEVIS I-20 will 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 FULL-TIME in school during your training in order to maintain lawful F-1 status.

Part-Time vs. Full-Time Curricular Practical Training

Full-Time Training. Employment for more than 20 hours per week is considered "full-time" curricular practical training. The employment authorization on page 3 of your SEVIS I-20 will specify permission to participate in "full-time" training. Concurrent registration in a faculty/academic advisor designated course must be maintained during the training period. 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 (see next paragraph).

**Faculty/Academic Advisor's Sample Recommendation Letter
for Curricular Practical Training**

If you are recommending an international student for a period of curricular practical training which is a required component to his/her course of study, degree program or to fulfill a requirement for a specific course, this letter is necessary in order for the student to receive training authorization. Please follow the outline of this sample letter making sure to include all of the information regarding the recommended training program. Curricular practical training is not to be used merely to facilitate employment for the international student. If you have any questions about curricular practical training contact the Office of International Student, Faculty & Staff Services at 410-955-3371.

Date

Office of International Student, Faculty, & Staff Services
1620 McElderry Street, 1st Floor Reed Hall
Johns Hopkins Medical Institutions

To Whom It May Concern:

I hereby recommend that (*student name*), a student in the School of (*e.g., Public Health*), pursuing a (*e.g., master's*) degree in the department of (*e.g., international health*) at The Johns Hopkins Medical Institutions, be authorized for a period of (*full/part time*) curricular practical training, from (*beginning date*) to (*ending date*).

(*Student name*) has been offered practical work experience at (*company name*) located in (*city, state*). This work experience is a required part of the student's (*degree program OR a specific course within the curriculum*).

The position will involve (*briefly describe the nature of the work*).

(*Student name*) will be required to register for (*course title and number*) concurrently during the recommended practicum period and upon satisfactory completion of this practicum will receive (3*) units of academic credit.

Please do not hesitate to contact me for further clarification regarding this matter.

Sincerely,

Faculty/Academic Advisor

*** It is recommended that at least 3 credit units be awarded for a CPT training program; however, faculty/academic advisors may use their discretion in determining whether the training warrants more credit.**

