What You Need to Know About
F-1 Curricular Practical Training (CPT) Employment Authorization

Curricular Practical Training (CPT) is an employment option available to F-1 students where the practical training employment is considered to be an integral part of the curriculum or academic program. According to the immigration regulations, this employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree (as defined in the course catalog) or for which academic credit is awarded.

To be eligible for CPT:
- You must be in valid F-1 status and have been lawfully enrolled on a full-time basis for one full academic year. Exceptions to the one academic year requirement are provided for students enrolled in graduate programs that require immediate participation in CPT.
- Your employment must be an integral part of your degree program or requirement for a course (as defined above).
- You must have an offer of employment offering work that qualifies as CPT.

CPT may be authorized:
- Full-time (20 or more hours per week) during summer vacations and semester breaks. Please note: students who accrue more than 365 days of full-time CPT during a program of study forfeit Optional Practical Training (OPT) for that program of study.
- Part-time (less than 20 hours per week) employment while school is in session. Part-time CPT will not affect OPT eligibility.

CPT will be authorized one semester at a time. Students may not work past the authorization date noted on page 3 of your Form I-20 without applying for and receiving an additional authorization of employment.

How do you apply for CPT?
1. Meet with your academic advisor to inquire about pursuing an internship to see if your degree program meets the requirements of pursuing CPT.
2. Obtain a letter of employment from the potential employer on company. The letter must be on company letterhead and include the following information:
   a) Employer name and complete address where employment will occur.
   b) A summary of your internship responsibilities.
   c) The start date (must be a future date, not a date in the past) and end date of the internship.
   d) The number of hours you will work per week (hours cannot exceed 20 hours per week while school is in session unless required by your program of study as described in Hofstra University’s course catalog).
   e) Whether the internship is paid or unpaid.
3. Complete the CPT request form. Both you and your academic advisor must each complete a section of the application form.
4. If approved, CPT will be authorized by a Designated School Official (DSO) one semester at a time.

After gathering all of the above information, please submit the completed application to the Office of Multicultural and International Student Programs (MISPO). If your application is approved, a new I-20, authorizing CPT will be issued. Please allow 10 business days for processing.

You cannot start working until your CPT is authorized by a DSO, working inside the U.S. without authorization is a violation of your F-1 immigration status.
F-1 Curricular Practical Training (CPT) Application

Part I (to be completed by the student):

Student Name: ____________________________________________________________

Please print:  Last Name, First Name

Hofstra ID

Degree Expected:  □ Bachelor  □ Master  □ Doctorate  □ Law (LLM or JD)

Major or Field of Study: _______________________

Current address: ____________________________________________________________

Street Apt. #  City    State          Zip code

Date of Expected Graduation: _______________________

By completing this form, I confirm that I have received an offer of employment for the employer and dates listed below. I further understand that the CPT authorization is for this employer and these dates only.

Print Name: _______________________________________ Signature: _________________________________________________

Proposed Employment:

Name of CPT Employer: ________________________________________________________

Are you requesting Full-time or Part-time CPT authorization? (FT is more than 20 hours per week)  □ Full-time  □ Part-time

Have you ever been granted full-time CPT before?  □ Yes  □ No  If, yes, please provide the dates: ____________________________

Part II (to be completed by the student’s academic advisor):

U.S. immigration regulations require that Curricular Practical Training (CPT) be used by students for employment that is a required or integral part of the curriculum. Please indicate the student’s eligibility by checking one of the three options below and return the completed form to the student.

1  □ The proposed employment is based on a degree requirement. Please describe the requirement and indicate the reference in your program’s course catalog:

__________________________________________________________________________________________________________

2  □ The proposed employment is based upon registering for an internship course for credit. Below, please list the course number and description, the number of credits for the course, and a brief description of the course requirements and method of evaluation. Please note: the student must be registered for the course at all times during the period of authorized CPT.

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3  □ The employment is necessary for the student’s doctoral dissertation research. Please attach a letter on Hofstra letterhead written and signed, detailing how the proposed employment is essential for the development of the student’s dissertation. Please obtain a signature from the Dean or Department Chair as confirmation that this activity is sanctioned by your school and that the student will continue to be enrolled during the requested period.

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Academic Advisor’s Name and Signature     Date   Phone Number