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

Curricular Practical Training (CPT) is an option available to F-1 students where the practical training is considered to be an integral part of the curriculum or academic program. According to immigration regulations, this practical experience may be an internship, externship, cooperative education job, a practicum, or any other work-related experience that is either required for your degree (as defined in the course catalog) or for which academic credit is awarded. **F-1 students are not allowed to work (paid or unpaid) off campus without proper authorization. Having a social security number is not authorization to work.**

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, or students who transferred in and have already completed a year of degree program study in the U.S.
- The practical experience must be an integral part of your degree program or a requirement for a course.

How do you apply for CPT?

1. Meet with your academic advisor to register for an internship or practical training course. Ask your academic advisor to complete the CPT academic advisor approval form and return it to you. For undergraduate students, the form needs to be completed by your faculty advisor. If you are a Zarb School of Business **graduate** student, you do not need to complete the advisor approval form, as ISA will contact your advisor directly when you submit the e-form.

2. Obtain a letter from the place you will engage in the practical experience/internship. The letter must be on company letterhead and include the following information:
   a) The letter should be addressed to you or include your name to confirm you were offered the position
   b) Company name and complete address where the practical experience will occur.
   c) A summary of your work responsibilities and how they relate to your internship course and/or major.
   d) The number of hours you will engage in practical experience per week.
      - **Part-time** (must not exceed 20 hours per week) while school is in session
        - Part-time CPT will not affect OPT eligibility.
      - **Full-time** (more than 20 hours per week) during summer vacations and semester breaks
        - 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.
        - 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.
   e) The start date (must be a future date, not a date in the past) and end date of the internship. The start and end date must be within the ranges set below.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2022</th>
<th>Winter 2023</th>
<th>Spring 2023</th>
<th>Summer 2023</th>
<th>Fall 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>9/6/2022</td>
<td>1/3/2023</td>
<td>1/30/2023</td>
<td>5/24/2023</td>
<td>9/5/2022</td>
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<tr>
<td><strong>End Date</strong></td>
<td>1/2/2023</td>
<td>1/29/2023</td>
<td>5/23/2023</td>
<td>9/4/2023</td>
<td>1/1/2024</td>
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</tbody>
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3. After gathering all of the above documents, please submit the CPT request e-form to International Student Affairs (ISA) at [https://internationalforms.hofstra.edu/](https://internationalforms.hofstra.edu/). You will need to upload your offer letter and signed CPT Approval Form. **You cannot start the internship/practical experience until you receive a new I-20 authorizing your CPT.**

If approved, CPT will be authorized by a Designated School Official (DSO) one semester at a time. Students may not continue the internship/practical experience after the authorization date noted on page 2 of the Form I-20 without applying for and receiving an additional authorization for CPT.