



International Student Affairs (ISA)

Division of Student Affairs

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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.
- The practical experience must be an integral part of your degree program or a requirement for a course.

How do you apply for CPT?

- Meet with your academic advisor to register for an internship or practical training course. Ask your academic advisor to complete the CPT approval form and return it to you. For undergraduate students, the form needs to be completed by your faculty advisor.
- 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:
 - The letter should be addressed to you or include your name to confirm you were offered the position
 - Company name and complete address where the practical experience will occur.
 - A summary of your internship responsibilities and how it relates to your internship course.
 - 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.
 - 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.

	Spring 2022	Summer 2022	Fall 2022	Winter 2023
Start Date	1/31/2022	5/24/2022	9/6/2022	1/3/2023
End Date	5/23/2022	9/5/2022	1/2/2023	1/29/2023

- After gathering all of the above documents, please submit the CPT request e-form to International Student Affairs (ISA) at <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.



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F-1 Curricular Practical Training (CPT) Academic Advisor Approval Form

Please have your academic advisor complete this form to confirm your eligibility for Curricular Practical Training (CPT). Please upload it when you submit your e-form request for CPT to International Student Affairs at <https://internationalforms.hofstra.edu/>. For undergraduate students, this form needs to be completed by your faculty advisor.

Part I (To be completed by the student)

I am requesting Curricular Practical Training (CPT) and I confirm that I have received an offer of employment related to my field of study. I understand that I cannot begin working until I receive my new I-20 with CPT authorization.

Name: _____ **Hofstra ID:** _____
Surname/Family Name Given Name

Part II (To be completed by the student’s academic advisor. For undergraduate students, the form needs to be completed by the faculty advisor.)

U.S. immigration regulations require that Curricular Practical Training (CPT) be used by students for practical experience/internship (paid or unpaid) that is a required or integral part of the curriculum. Please indicate the student’s eligibility by **checking one of the two options** below, sign the form, and return the completed form to the student.

The proposed practical experience/internship is based on:

- An internship course for credit**

Please list the course number and the number of credits for the course. Please note: the student must be registered for the course at all times during the period of authorized CPT.

Course Number: _____ Number of Credits _____ Semester _____

- Student’s doctoral dissertation research**

Please attach a letter written on Hofstra letterhead and signed, detailing how the proposed practical experience 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.

Academic Advisor’s Name

Academic Advisor’s Signature

Date

Phone Number