

International Student Affairs

219 Weller Hall
134 Hofstra University
Hempstead, NY 11549-1260
international@hofstra.edu
Tel: (516) 463-6796 Fax: (516) 463-5328

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.

Regulations about working hours on CPT:

- **Part-time** (must not exceed 20 hours per week) is allowed at any time of year (while school is in session or during summer vacations and winter breaks).
 - Doing part-time CPT will not affect OPT eligibility.
- **Full-time** (more than 20 hours per week) is only allowed during summer vacations and winter 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.

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 advisor approval form needs to be completed by your faculty advisor.

Undergraduates in the College of Liberal Arts & Sciences (HCLAS) must arrange their internship course as early as possible during the semester prior to the internship, especially if you do not yet have an assigned faculty advisor. Click on your department at <https://www.hofstra.edu/liberal-arts-sciences/internships-experiential-learning.html> and reach out to the contact person to learn about the prerequisites and application process.

HCLAS deadlines for securing a faculty advisor and internship course are as follows:

- November 1 for a January or spring semester internship
 - April 1 for a summer or fall internship
- **Zarb School of Business graduate students** 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 be working per week (simply stating part-time or full-time is not sufficient).
 - 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.

	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025
Start Date	1/2/2024	1/29/2024	5/21/2024	9/3/2024	1/2/2025	1/27/2025
End Date	1/28/2024	5/20/2024	9/2/2024	1/1/2025	1/26/2025	5/19/2025

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/>. You will need to upload your offer letter and signed CPT Advisor Approval Form (if applicable).

Please allow at least 10 business days before the start of your work for processing. You cannot start the internship/practical experience until you receive a new I-20 authorizing your CPT and the authorization date on the I-20 arrives.

After CPT Approval:

- 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 their Form I-20 without applying for and receiving an additional authorization for CPT.
- CPT is only authorized for the company listed on page 2 of the I-20. If you plan to change or add an employer during the time for which your CPT is authorized, you must get new CPT authorization from International Student Affairs prior to starting the new job.
- If you do not have a Social Security Number (SSN) and need to apply for one to use during your CPT, please indicate this in your CPT e-form. ISA will generate a physical, hand signed I-20 and SSN letter for you. After you pick them up, bring the SSN letter and signed CPT I-20 along with all other required documents to apply for the SSN at the Social Security Administration. For more guidance, visit hofstra.edu/ssn.