F1 students: Curricular Practical Training (CPT):

CPT is a benefit of F-1 status that permits off-campus employment only if it is necessary to fulfill one of the following academic objectives:

A. A course offered in the WCSU course catalog for which a student will earn academic credit

B. A WCSU cooperative education (co-op) program

C. A required non-credit internship or practicum

D. An off-campus placement arranged by WCSU to pursue graduate thesis or dissertation research that cannot be accomplished on campus, and is required to complete your degree program.

Please note that employment that offers "relevant" experience to a student's field of study, but does not meet one of the objectives listed above, ***does not qualify for CPT***.

How do I know if I am able to apply for CPT?
You are eligible for CPT after you have been lawfully enrolled on a full-time basis in a degree program for one full academic year (excluding time spent in an intensive English program) and are currently in F-1 status. **Exception:** Graduate students in F-1 status are exempt from the one full academic year requirement only if their graduate program <u>requires</u> immediate participation in CPT.

How many hours can I work under CPT?
CPT can be authorized during the academic year or during the summer, but must be specified as either part-time or full-time. **Part-time CPT** is for employment that only requires 20 hours (or fewer) of work per week. You are required to register for a full-time credit load if you engage in part-time CPT during the Fall or Spring semester. **Full-time CPT** is for employment that will require more than 20 hours of work per week. You are not required to enroll in additional courses if you are engaged in full-time CPT during the Fall or Spring semester.

Does CPT impact my ability to work under Optional Practical Training?
There is no F1 regulatory limit to CPT. The overall amount of CPT that will be authorized is defined by what is required or permitted under your degree program.   However, if you are authorized for a total of 12 months or more of full-time CPT, you will <u>not</u> be eligible for

Optional Practical Training (pre or post completion of studies). Periods of part-time CPT authorization do not have any effect on Optional Practical Training.

Applying for CPT:

**** You must get permission from Missy Gluckmann, International Services Coordinator (203-837-3270 or gluckmannm@wcsu.edu) before you begin employment. CPT must be authorized for a specific employer, location and time period; therefore you **must have a job offer at the time of CPT application** and you may not begin work before CPT is authorized by Missy. If there is a change of employer, job location, or dates of employment, you must reapply for CPT.

Please allow 5 working days for processing of each CPT application.

Prior to applying to Missy Gluckmann, you must:

1. Meet with your internship or co-op program coordinator regarding application arrangements. (See Anthony Ciarleglio, Director of Cooperative Education, Career Development Center, Student Center 227)

2. After a placement is finalized, have your intern/co-op coordinator or graduate thesis advisor complete the form entitled "Accommodation Recommendation for F1 students Applying for CPT." (Next page).

3. You must register during the semester or summer session for which the CPT will be authorized to take place. At the time of your CPT appointment, Missy Gluckmann must be able to verify in the university registration system that you have registered for the appropriate course.

4. Submit the following documents to Missy Gluckmann, Old Main 108. Please contact her to confirm that she is available to take your application (203-837-3270):

   - Completed CPT Recommendation for F-1 Students

   - Current I-20 and any previous I-20s

   - Passport and I-94 Card (original documents are needed)

   - Form I-538

REMINDER: You cannot lawfully begin employment until Missy has approved your application and **issues you a new I-20** reflecting your Curricular Practical Training employment authorization.

ADVISOR RECOMMENDATION FOR F1 STUDENTS

APPLYING FOR CPT:

Student's Name: _____

Banner ID#: _____

Name of employer: _____

Address: _____

Start date: _____

End date: _____

Number of hours per week: _____

Brief job description:

_____
_____
_____
_____

Your Name: _____

Your Title/Department: _____

Your phone #: _____

Your email address on campus: _____