



East Central University

Curricular Practical Training (CPT) Agreement

Overview

Curricular Practical Training (CPT) is defined by US immigration regulations as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the schools." [8CFR 214.2(f)(10)(i)]

In order for a student to be eligible for CPT, and to receive permission to work from the International Office, the following conditions must be met:

- 1) The student must have been enrolled full-time for at least two semesters, and must be maintaining F-1 status.
- 2) The student must complete the CPT during his/her studies. This may be during summer or in any other semester before the student graduates. If the student has completed all course/thesis requirements for the degree, the student is **not** eligible for CPT, but must instead apply for Optional Practical Training (OPT).
- 3) The CPT must be an integral part of an established curriculum so that the training:
 - a. is required of all students in that program of study; or
 - b. is required for a particular course; or
 - c. is offered under a cooperative agreement between the university and the employer;

4)	The student must secure a	letter from the	prospective emp	loyer indicating:
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Job title
Start date of employment (MM/DD/YYYY)
End date of employment (MM/DD/YYYY)
Number of hours per week
Physical address of employment
Brief description of duties
The letter must be signed and on company letterhead

- The student must register for the course requiring the completion of an internship that his/her department has designated for the CPT. The course must be for at least one credit hour, and the student must register for the course during each semester that he/she is authorized for CPT.
- 6) If all of the above eligibility requirements have been met, the student will be authorized to work for the requested period of time. The authorization is in the form of an endorsement on the student's I-20 that specifies the employer, the location of the employment, and the dates of employment.

Important Points to Remember:

- The student may not begin working for the employer until he/she has been authorized to do so by ECU's Designated School Official (DSO) in the International Office. The authorization will be printed on the I-20.
- The student may only work for the employer named in the authorization and may only work during the dates indicated.
- A student who has engaged in 365 days or more of full-time (21 hours or more per week) curricular practical training will not be eligible to engage in Optional Practical Training in the same level of education degree.

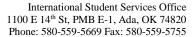
How to Apply for CPT:

(Make sure your advisor signs the form.)

This checklist is designed to help students requesting authorization for CPT in order to complete an internship off campus. Read all information thoroughly. If you have questions, contact the International Office.

1) Meet with your academic advisor to complete the **Recommendation for Curricular Practical Training** form.

2)	2) Obtain supporting documentation if required (see recommendation form).						
3)	The student must secure a letter from the prospective en Job title	mployer indicating: nead ice to review your materials and be authorized					
Addres Studen	c. Employer Letter (see paragraph #3 above) ning below, I acknowledge that I have read and understand my ress: House/Apt #, Street, City, State, Zip Code t Name: ure:	Phone #: Student ID#:					
Has sto	APPROVAL TO REGISTER IN INTERNSHIP COURSE udent met all CPT requirements? Yes No If No, ex- student approved to register/enroll in internship course indice tame of Director/P/DSO Signature of DSO OTE: Approval for course enrollment does not authorize internship course in order to receive a pay I 20 shows	cated by advisor? Yes No Date Date The CPT approval. You must enroll in an					
5) Once approved for enrollment in internship course, student must return all CPT forms and supporting documents, and provide the Director/P/DSO with proof of course enrollment. Upon receipt of proof of enrollment, a new Form I-20 will be issued endorsing the student's CPT.							
Print N	Tame of Director/P/DSO Signature of DSO	Date					





East Central University Curricular Practical Training (CPT)

Advisor Recommendation for Curricular Practical Training Form

To the stude	nt: Please complete	the following information	n then meet with your acad	lemic advisor to
discuss your j	proposed training.			
Last Name: _		First Name:	ID#:	
under Curricu the act of reco internship, pr eligible for th	alar Practical Training eiving in the field extracticum, field/indepnis program, the abo	ng* (CPT). *The term "tra perience. It may be substit endent study, cooperative we student must:	ove wants to apply for wordining" is a general term the tuted for similar academic agreement, externships, entical training is an integral	hat is referring to terms such as tc. In order to be
establ a. b.	ished curriculum so is required of all s is required for a pa	that the training: tudents in that program of articular course or circular	study; or	
	lete the CPT prior to	completion of all requirer	ments for their program of	study.
	nship Requirement 1) The student is puniversity and the 2) The student is etraining to satisfy	(please CHECK the appropriate of the provide of the provide of the provide of the program requirements. The program requirements.	wing information is requiperopriate option(s)): we educational agreement of the co-op agreement arm which requires all students training requirement must be training requirement must be the the by default "Box 3" of the co-op agreement must be training requirement must be trai	between the nt. ents to complete st be published in
	academic departm and course credit(s relate toward their catalog. ECU course na	ent for the purpose of comes) may or may not count to degree. Note: The training	pproved, to receive credit(sompleting in the field training toward graduation requirem graduation and graduation requirem graduation for the field training training graduation and graduation graduation for the field training training graduation requirements and graduation requirements graduation and graduation requirements graduation and graduation requirements graduation requirements graduation and graduation requirements graduation requirements graduation and graduation g	g. The training tents, but it does d in the university
II. Status	s of Student in Deg	ree Program:	dd/mm/yy – d	d/mm/yy
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Academic Ad	dvisor:	Departs	ment:	уууу
Signature:		Date: _		