Curricular Practical Training (CPT) is temporary work authorization available to students who have been in full-time F-1 status for at least one academic year. CPT was established to allow students to gain practical experience in their fields of study while pursuing their educational objectives. According to the Code of Federal Regulations, CPT is defined 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 school” [8 CFR § 214.2(f)(10)(i)]. The regulations state that CPT must be an integral part of an established curriculum.

CPT employment is limited to part time (20 or fewer hours per week) during the academic terms, but may be full time (more than 20 hours per week) during the summer, semester breaks, and holidays. A student may apply for as many periods of CPT as necessary during the course of study with no specified time limit. However, after a total of 12 months of full-time CPT, a student will be ineligible to apply for the one-year period of Optional Practical Training (OPT). Part-time employment on CPT does not affect OPT eligibility.

NOTE: CPT must be authorized in SEVIS by an OISS advisor before a student begins employment. The authorization is noted on page 3 of the student’s I-20. CPT authorization cannot be backdated. Working off campus before receiving CPT authorization is a violation of F-1 status and may result in the termination of one’s immigration status.

STEPS TO OBTAIN CPT AUTHORIZATION

1. Obtain a job offer letter from your employing company written on company letterhead indicating:
   - brief statement of the job,
   - beginning and ending dates of employment (the start date must be in the future and the employment should finish before end of the current semester),
   - number of work hours per week,
   - job location (street address, city, state, zip code)

2. Work with your academic advisor to complete Section 3 of this handout with the academic justification for employment.

3. Call OISS at 713-348-6095 to schedule an appointment to see an OISS advisor before the employment start date (at least a week in advance) to submit the above documentation.
This form provides OISS with information required to grant temporary work authorization known as Curricular Practical Training (CPT) to an international student in F-1 visa status. The student's academic adviser or course instructor must complete section 3 and sign this form. Questions can be directed to an OISS advisor at oiss@rice.edu or 713-348-6095.

1. **STUDENT INFORMATION:**

   Name: ____________________________________    Major Field: __________________________

2. **EMPLOYMENT INFORMATION:**

   Employer Name: ____________________________ Job Title: ____________________________

   Employer Address: ____________________________________________

   Start Date: _______________   End Date: ________________   Hours Per Week: ________________
   (Dates must coincide with semester dates in Rice academic calendar—start date of employment must be in the future)

3. **CURRICULAR JUSTIFICATION:** To qualify for CPT, the student must either get credit in a course (such as an internship course or independent study that requires employment) or the work MUST be required for the student’s degree. An academic advisor or Rice faculty member must certify and check ONE of the following:

   A) _____ The student will enroll in a course for which off-campus employment is part of the established curriculum* and a required component to receive a grade. The course must be taken either in the same semester as the employment or in the fall semester if the work is in the summer.

      Course Number: _________   Course Name: _________________________

      Semester student will take course: ____________________

      *If the course used for undergraduate CPT justification is not on the pre-approved list (http://oiss.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=416), an additional memo detailing the employment and how it is an integral part of the course will be necessary. This letter should be on Rice letterhead with a signature from the professor.

   B) _____ The work will form an integral part of graduate research for a thesis or dissertation, and the student will be registered for research hours during the period of employment. Explain how the research will form a part of the thesis or dissertation. [Note: The work cannot simply be RELATED to the thesis, it must be an INTEGRAL part of the research]:

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   C) _____ The work is required for the student’s degree program. This should be a requirement that is published in Rice University’s General Announcements.

   **Academic Advisor Certification:** As the student’s academic adviser or Rice faculty member, you are certifying that this employment is required for the academic credit in the way detailed above. This is a legal requirement of Curricular Practical Training work authorization.

   Academic Advisor Signature:__________________________________________

   Name of Academic Advisor: _______________________________  Date  ___________________

   For OISS Use Only

   OISS Authorization: □ Yes   □ No   Approved by: _________________________  Date: __________