



Cornell University
International Students
and Scholars Office

B-50 Caldwell Hall
Ithaca, New York 14853-2602
Telephone: 607.255.5243
Fax: 607.255.2778
Email: isso@cornell.edu
Web: <http://www.isso.cornell.edu>

F-1 Curricular Practical Training (CPT)

Application Packet

Curricular Practical Training enables F-1 students to gain off-campus work authorization for internships or other work **IN YOUR MAJOR FIELD** that is **REQUIRED** by the degree program or for a course. You may apply for CPT if you have been enrolled in your academic program for a **full academic year**, and you have valid F-1 status. Your degree program must require this off campus employment, or you must be able to register for a credit bearing course that requires the employment for the course. Usually students will do an internship in the summer, and then take the course for credit in the following fall semester. In order to apply, follow the instructions below.

Step One

- Obtain a letter from your employer.
The letter **MUST** be on company letterhead and include:
 - EXACT beginning and ending date of your employment;
 - Physical address of the location where you will be working (including the zip code)
 - job title OR description of the job (don't need both)
- Fill out the student information and internship information sections of the attached CPT recommendation form, and then have your advisor, course professor or co-op office to fill out the middle section of the form. Your advisor must fill out the middle section of the form, not you. (**NOTE: If you are taking NMI 510, LAW 673 or ILR 599**, you do NOT fill in this form, instead apply at: <http://www.isso.cornell.edu/immigration/f1/curricular.php>)

Step Two

- Bring your completed application to the ISSO at least two weeks before you plan on beginning your job and sign in to speak with the advisor on duty. The advisor on duty will create a new I-20 for you.

Application should include:

- ___ Job offer letter
- ___ Advisor recommendation form

F-1 CURRICULAR PRACTICAL TRAINING FREQUENTLY ASKED QUESTIONS

1. What is Curricular Practical Training?

Curricular Practical Training is work authorization for employment that is either required by your curriculum, required for a credit-bearing course, or required for your degree. The advisors at the ISSO authorize it.

2. What are the eligibility criteria for Curricular Practical Training?

In addition to getting credit in a course for the work, you have to have been enrolled in your program for a full academic year, and have maintained valid immigration status before you can apply for CPT. Graduate students whose degree curriculum requires immediate participation in an off campus work experience may be able to work before the academic year is completed **IF this requirement is CLEARLY stated in the published program description.**

3. Do I have to be registered while on Curricular Practical Training?

You do not have to be registered while on CPT; however, if you are registered as a full time student (both grad or undergrad) or registered in absentia (grad only) you can only work part time **INCLUDING** any time you already are working as a TA or RA. Part time work is 20 hours or less per week.

4. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training?

If a student qualifies for Curricular Practical Training, s/he may use up to eleven months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

5. What is considered part-time training?

Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. You must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status.

6. What is considered full-time training?

Employment for more than 20 hours per week is considered full-time curricular practical training, regardless of whether you are enrolled full-time or part-time for classes. The employment authorization on your I-20 copy will specify permission to participate in full-time training. There is no limitation upon the length of time you may participate in full-time curricular practical training, however, if you participate in twelve months or more of curricular practical training you will not be eligible for post-completion practical training.

7. Do I have to pay U.S. taxes on my salary?

In general F-1 students who have been in the U.S. for **five years or less** are exempt from social security taxes (also known as F.I.C.A. tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local.

8. What proof of employment authorization can I give my employer?

Your I-20 form authorized for curricular practical training is the document which indicated employment authorization. You should bring your I-20 form, passport and I-94 card to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.

**Academic Advisor's
Recommendation Form for International F-1 Student
"Curricular Practical Training"**

This form provides the ISSO with information required to grant "CPT" work authorization to an international student in F-1 visa status. If the student will be taking NMI510, Law673, or ILR599, this form does NOT need to be completed—the application is on line on our website. For all other students, the student's academic adviser or course instructor or co-op office must complete section 2 and sign this form.

STUDENT INFORMATION: Name: _____

Major Field: _____ **SEVIS id# (upper right corner of I-20):** N_____

1. INTERNSHIP INFORMATION: Company Name: _____

Job Location Address –this must be the actual street address of where you are working (INCLUDE ZIP CODE):

Number of hours per week: _____ **Begin Date** (no sooner than the end of you exams): _____

End Date (cannot be later than the day BEFORE classes start): _____

2. CURRICULAR CREDIT FOR THE INTERNSHIP: In order for the student to qualify for curricular practical training, the student **MUST either get credit in a course** (such as an internship course or an independent study) **or the work MUST be required for the degree.** An academic advisor **MUST** certify and check ONE of the following (A-D) [note this form does NOT need to be completed if the student is taking NMI 510, Law 673 or ILR 599]:

A) _____ **The student will earn credit in a course.** (The course must be taken EITHER concurrently or in the semester immediately following the internship.)

Course Title & Number: _____ Semester student will take course: _____

B) _____ **The work is required for the student's degree program.** (this must be a written part of the requirements for the degree listed in Cornell's "programs of study"). Degree level and field: _____

C) _____ **The work will form an integral part of the research for this graduate student's thesis or dissertation.** Explain how the research will form a part of the thesis or dissertation. **[PLEASE NOTE: The work cannot simply be RELATED to the thesis, it must be an INTEGRAL part of the research]:**

D) _____ **This work is part of the Engineering Co-op program.**

Academic Advisor / Course Instructor / Co-op Office Certification:

As the student's Academic Adviser, Course Instructor or Co-op Office, by signing this form, 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.

Signature of the Academic Adviser / Instructor of Course / Co-op Office **Date** _____