

Curricular Practical Training Information

Eligibility

To be approved for Curricular Practical Training (CPT) you must qualify based on the following criteria:

- You must have been enrolled as a full-time F-1 student for one academic year. Graduate students that must begin prior to one year may be exempt from this requirement.
- You must be in good academic standing.
- You must have maintained valid immigration status.
- You must continue to be enrolled for a full course of study during CPT.
- The proposed employment/training must be established as an “integral” part of your degree program and applied toward the completion of your degree.

Types of CPT

Degree Requirement

CPT may be approved when an internship, practicum, or clinical hours are a requirement of the degree (i.e. students must complete internship, practicum, or clinical hours in order to satisfy degree requirements). Authorization may be given for either full-time or part-time employment. The determination is dependent upon the requirements of the academic department as stated in the course catalog.

Course Credit

CPT may be approved when a student is enrolled in a course that requires employment/training to earn a grade or a course where students design their own research project based on the employment/training that they obtain. Enrollment within the course must be concurrent with the employment/training. Employment/training may take place during the fall, spring, or summer semester. Authorization is granted on a semester only basis. If a student wishes to work for a period longer than the last day of the given semester he/she must enroll in the next available semester prior to any extension of the CPT authorization.

Fall/Spring CPT

Employment/training is limited to part-time during the fall and spring semesters (20 hours per week or fewer). The 20 hours per week is inclusive of all other on and off-campus work hours as well.

Summer CPT

Full-time employment/training is permitted during the summer semester (more than 20 hours per week) for continuing students. If the summer is the student’s first semester in a degree program, CPT is limited to 20 hours per week. Authorization may be granted from the day after spring semester ends until the last day of the summer semester.

Please allow 3-5 business days for your application to be reviewed and processed.

Curricular Practical Training Application Procedures

Please allow 3-5 business days for your application to be reviewed and processed.

1. Consult with the International Student and Scholar Coordinator prior to accepting or beginning any off-campus employment/training. It must be determined whether the proposed objectives meet the requirements for CPT and that you meet eligibility requirements prior to applying for CPT.
2. Confirm that your local/off-campus address is up-to-date in Banner. The processing of your I-20 will be delayed if the information in Banner does not match the address listed on your CPT Application Form.
3. Complete the following sections of the CPT Application Form:
 - a. **Student Information**
 - b. **Employment/Training Information** (One section for each employment location)
Note: Your academic advisor will complete the **Academic Department Recommendation** section.
4. Your CPT will be reviewed based on your student records, maintenance of F-1 status, program of study, and whether or not the proposed employment/training meets the criteria for CPT. This review will be done when your completed CPT application is turned in. CPT applications should be accompanied by the following:
 - a. Employment/Job offer letter (optional)
 - b. Copy of Passport
 - c. Copy of Visa
 - d. Copy of I-94 card (passport or online)
5. You will be contacted via Samford e-mail concerning the status of your request. If approved, you will be notified to pickup your new I-20, which will reflect the approved CPT.
6. You must have the new I-20 (with CPT approval) before beginning employment.

STUDENT INFORMATION

Family Name:	Given Name:
Student ID Number:	SEVIS ID Number:
Major:	Level of Study: <input type="checkbox"/> Bachelors <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
Telephone:	E-mail: <div style="text-align: right;">@samford.edu</div>
Address:	Are you currently working on or off campus: <input type="checkbox"/> Yes If so which one? <input type="checkbox"/> On-campus <input type="checkbox"/> Off- campus <input type="checkbox"/> No

ACADEMIC DEPARTMENT RECOMMENDATION (To be completed by the department advisor)

Advisor's Name:	Department:
Telephone:	E-mail:
For this CPT the student is: <input type="checkbox"/> Satisfying a required component to the degree OR <input type="checkbox"/> Receiving course credit in the following course (course number): _____	
<i>By signing below, I confirm that this work experience is related to the student's academic program.</i> Optional Comments	
Advisor's Signature:	Date:

EMPLOYMENT/TRAINING INFORMATION

Job/Training Position:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date: (no earlier than the first day of the semester)	Requested End Date: (no later than the last day of finals)
Company Name (if paid by a 3 rd party staffing agency, enter their name here)	
Company Address (may differ from site of employment)	
Street:	
City:	State: Zip Code:

ADDITIONAL EMPLOYMENT/TRAINING INFORMATION

Job/Training Position:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date: (no earlier than the first day of the semester)	Requested End Date: (no later than the last day of finals)
Company Name (if paid by a 3 rd party staffing agency, enter their name here)	
Company Address (may differ from site of employment)	
Street:	
City:	State: Zip Code:

Job/Training Position:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date: (no earlier than the first day of the semester)	Requested End Date: (no later than the last day of finals)
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