



**Samford University**  
Global Engagement Office

# Curricular Practical Training CPT

## What is it?

- Clinical, internship, research, practicum, work
- Fulfills degree and/or course requirement
- Off campus experience directly related to your field of study

# I don't know if I need CPT?

Look at the website:

CPT > Employment Authorization > CPT Application

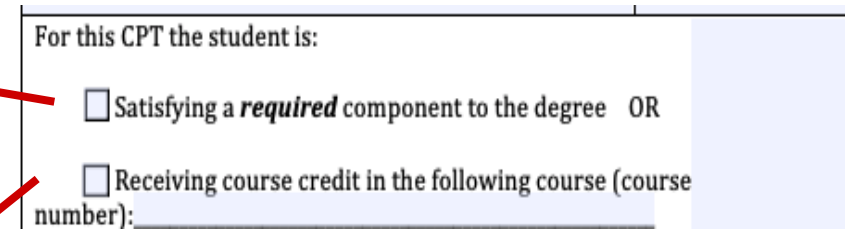
## Types of CPT

### *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/training. The determination is dependent upon the requirements of the academic department. Enrollment within the course must be concurrent with the employment/training. 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 s/he must enroll in the next available semester prior to any extension of the employment authorization.

### *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 s/he must enroll in the next available semester prior to any extension of the employment authorization.



For this CPT the student is:

Satisfying a **required** component to the degree OR

Receiving course credit in the following course (course number): \_\_\_\_\_

<https://www.samford.edu/global-engagement/files/CPT-Application.pdf>



## **It might be CPT if:**

- Are you going to be off-campus?
- Will you be in a place of employment?
- Are you getting experience doing what you have been studying?
- Was this assignment/field experience listed on the syllabus?
- Did you enroll in a course to get to do this?
- You cannot graduate without doing it?

## Fall/Spring CPT

- Limited to part-time during the fall and spring semesters (20 hours a week)
- This includes all other on-campus and off-campus work





## Summer CPT

- Full time employment is permitted (more than 20 hours per week)
- Only applies for continuing students
- Authorization may be granted after spring semester ends until the last day of the summer semester





## When should you apply for CPT?

- BEFORE YOU BEGIN
- You must turn in all CPT application documents **at least 5 business days** before you begin
- Plan ahead! Advisors are not always available for signatures

# CPT Authorization is given directly by the Global Engagement Office in the form of a **new I-20**

**EMPLOYMENT AUTHORIZATIONS**

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	01 JULY 2016	15 JULY 2016

**EMPLOYER INFORMATION**

TYPE	AUTHORIZATION DATES		
CPT	01 JULY 2016 - 15 JULY 2016		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
SEVP applied labs	01 JULY 2016	15 JULY 2016	Arlington, VA





## CPT Application

- Since CPT is employer specific, you must have a written job/internship offer
  - Example is found on GEO website
- You must apply with the GEO **at least 5 business days prior** to your start date



## **CPT Application**

To be authorized for CPT and issued a new I-20, turn the following into Mrs. Beck:

1. Complete CPT application
  - Separate applications for every location CPT will take place
2. Copies of visa, passport, and I-94
3. Employment/job offer letter

**STUDENT INFORMATION**

Family Name: <b>Beck</b>	Given Name: <b>Jennifer</b>
Student ID Number: <b>900123456</b>	SEVIS ID Number: <b>N0001234567</b>
Major: <b>Nursing</b>	Level of Study: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
Telephone: (205) 726-4335	E-mail: <b>jbeck</b> @samford.edu
Address: <b>800 Lakeshore Dr. Birmingham, AL 35209</b>	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 checked="" type="checkbox"/> No

**EMPLOYMENT/TRAINING INFORMATION**

Job/Training Title: <b>Clinical Nursing Student</b>	<input checked="" type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date: <b>10/10/20</b> <small>(no earlier than the first day of the semester)</small>	Requested End Date: <b>10/25/20</b> <small>(no later than the last day of finals)</small>
Company Name (if paid by a 3 <sup>rd</sup> party staffing agency, enter their name here) <b>Grandview Medical Center</b>	
Company Address (may differ from site of employment)  Street: <b>3690 Grandview Parkway</b> City: <b>Birmingham</b> State: <b>AL</b> Zip Code: <b>35243</b>	

**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 <b>required</b> 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:

# CPT Application Example

## **CPT Employment Letter**

- Employment letter must include the following:
  - On company stationary
  - Description of specific duties
  - Dates of Employment
  - Total Number of hours per week
  - Physical address of employer
  - Name of your supervisor

*Sample Employer Offer Letter - Eligible for F-1 Curricular Practical Training Authorization*

**Company/Organization Letterhead Stationary**

November 15, 2015

Ms. Mary Student  
MIT  
Cambridge, MA 02139

Dear Mary,

We are very pleased to offer you the position of Intern this summer with XYZ, Inc. Please find the following confirmation of the specifics of your internship:

Position Title: Summer Intern

Start Date: June 1, 2016

End Date: August 16, 2016

Number of Work Hours Per Week: 20 hours per week

Salary/Stipend: Your salary for the internship will be \$15.00 per hour

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith's may be contacted by phone (xxx-xxx-xxxx) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Developing online marketing resources (webpages, videos, slideshows) for products
- Create sales presentations and surveys for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Office Location: You will be working in our branch office at 100 Main Street, Cambridge, MA 02139.

Should you have any questions regarding the specifics of your internship, please contact me by phone (xxx-xxx-xxxx) or by email ([xxxx@xyz.com](mailto:xxxx@xyz.com)).

Sincerely,

Susan Smith  
Internship Coordinator, Human Resources  
XYZ, Inc.

# CPT Employment/Job Offer Letter Example



**Samford  
University**



## **CPT Application**

- In 2-5 business days, Mrs. Beck will issue a new I-20 with CPT work authorization on page 2 and email you when it is ready to be picked up
- You must have the new CPT I-20 in hand before beginning work.



# If I do CPT, will I be eligible for OPT when I graduate?

Time spent on CPT is NOT deducted from 12 months of OPT if

- You engage in only part-time CPT
- You do not exceed 364 days of full time CPT in total

## CPT Course Lists

- [Undergraduate List](#)
- [Graduate List](#)