CPT Through Academic Department

Definition:
Curricular Practical Training (CPT) is off-campus employment authorization for F-1 students who can demonstrate that a temporary employment opportunity is an integral part of their program of study and may involve an internship, practicum or field experience.

International students may NOT participate in an internship or any other form of off-campus employment without prior authorization from the ISSO. The ISSO offers regularly scheduled workshops to explain CPT and students are strongly encouraged to attend one in order to learn more about the process.

Eligibility Requirements - students must:
- have been enrolled fulltime for 2 consecutive semesters (excluding summer) in an immigration status that permits a full course of study
- hold valid F1 status at the time of application AND
- be in good academic standing AND
- the internship must be a required component of a course in their major field of study that will count toward their graduation requirements OR the internship is required for a graduate student to complete the dissertation or thesis

Fulltime Enrollment Clarification:
CPT authorization is not a sufficient reason to drop below the fulltime study requirement for F1 students, nor delay graduation or interfere with normal academic progress. Therefore, CPT employment authorization is restricted to part-time (20 hrs/week) during fall/spring semesters with exceptions limited those listed below. Online course enrollment is limited to 3 credit hours per semester and is not an option for students who have one course remaining in their degree program.

Fulltime Employment Clarification:
Fulltime CPT employment may be authorized only under the following circumstances:
- Summer break
- Fall/spring semesters ONLY for:
  - Master’s students whose final course of study has a fulltime work requirement OR
  - Doctoral students in dissertation status who have successfully completed all coursework requirements, defended dissertation proposal and require an internship to further their research toward dissertation defense

Location Specifications:
All CPT assignments for fall/spring semester must be located within a 1.5 hour driving distance from the University: 9201 University City Blvd, Charlotte, NC 28223 while students are enrolled in coursework.

Remote assignments are possible as long as documentation from the employer can be provided to support how the work will be supervised (which technology will be used) and how often.

Role of the Academic Advisor:
This form provides the information necessary to establish the academic nature of the proposed CPT employment. Since this is the very purpose for CPT by immigration regulation, academic advisors should be judicious when recommending CPT for F1 students.

Before completing this form the student should meet with the academic advisor and present the internship offer letter. If the internship experience does not satisfy one of the above listed categories, students should talk with an ISSO advisor regarding other possible options.

9201 University City Blvd. CHHS 202, Charlotte, NC 28223
704-687-7781 / intlss@uncc.edu / isso.uncc.edu
A completed application includes ALL of the following hard copies to be turned into the ISSO in person. Please check that you have included each item below:

___ Part 1 to be completed by student

___ Signed MOU by student

___ Part 2 to be completed and signed by academic advisor

___ Hard copy of ‘student unofficial transcript’ showing number of credit hours enrolled each semester, including the semester of proposed CPT

___ Offer of employment on letter head with the following information:

   ___ Prospective CPT employer’s name

   ___ Physical location/address of proposed internship (no P.O. Boxes)

   ___ Position title and description

   ___ Start date and End date of employment

   ___ Indication of how and how often the work will be supervised (if remote assignment)

___ Copy of previous I-20 if transferring from previous institution within the U.S.
PART 1 (To be completed by student):

Name: ____________________________________________________________________ ID: 800 ____________________________________________________________________
UNC Charlotte mail address: __________________________________________@uncc.edu
SEVIS ID: ____________________
Current degree level (Bachelors, Masters, PhD, etc): ____________________________
Current cumulative grade point average: ________________________________
Major or program of study: ________________________________________________
Expected date of graduation: ______________________________________________
Please list any previous periods of authorized CPT: ____________________________

For Ph.D. students: if all coursework has been completed, please list date completed: __________
For Ph.D. students: has defense date been scheduled? __________ If so, please list date: __________

Will you enroll in any online classes? ______ Note: immigration regulations limit online enrollment to 3 credit hours/semester. International students in their final semester may not take their final class online.
Prospective CPT employer’s name: __________________________________________
Physical location/address of proposed internship (no P.O.Boxes): ______________________
Start date of employment: ________________ End date of employment: ________________
Number of hours per week: ________________ Number of credit hour enrolled: ________________
Check here if you need to apply for a social security number: __________

The proposed CPT application meets one of the following criteria (check one):
    ______ Is required for dissertation research (Ph.D. only)
    ______ Is required for a course for academic credit towards graduation
Memorandum of Understanding (to be completed by student):

There are several important rules and procedures that must be followed after applying for (CPT) employment authorization. Complying with these rules and procedures is necessary to maintain F-1 immigration status. Carefully review each item below, print, and then sign this form to confirm that you understand and will abide by the rules and procedures. The original, signed copy of this acknowledgement will be kept in your file in the ISSO and a copy will be given to you for your reference.

1. **Filing of application:** I understand that ISSO requires 2 weeks prior to employment start date to review and process an application for CPT. I confirm that I meet all of the eligibility requirements as listed above.

2. **Working in my major field of study:** I verify that my proposed employment is an integral part of my major program of study, fulfills requirements of my academic program and is commensurate with my current level of education. I will keep records verifying this information.

3. **Address reporting requirements:** I understand that in order to maintain my immigration status, I must update my address in 49er Express within ten days if I should change my place of residence.

4. **Designation of part-time or full-time CPT:** I understand that during the academic year (fall and spring semesters) CPT employment can only be part-time (20 hours per week or less) unless it meets the requirements set forth by the ISSO and is authorized by the ISSO. I understand that I cannot work beyond the number of hours designated on the CPT endorsed Form I-20.

5. **Invalidating CPT:** I understand that my CPT will be cancelled or invalidated if I engage in unauthorized employment or otherwise violate my F-1 immigration status. I understand that if I am engaged in CPT in the fall or spring semester I must maintain full-time enrollment or my CPT will be invalidated.

6. **Cancelling my application:** I understand that if I do not begin work during my authorized CPT period because the offer of employment is rescinded or for any other reason, I should contact ISSO immediately so that my CPT authorization period can be cancelled or shortened. CPT cannot be cancelled or shortened retroactively.

7. **Impact of CPT on other practical training:** I understand that I will become ineligible for Optional Practical Training (OPT) if I am authorized for more than 365 days of full-time CPT at the same educational level. I also understand that if I am authorized for full-time CPT but end up not working, the authorization period still counts toward the 365-day limit.

8. **Beginning employment:** I know that I may not begin work until I have received authorization and the start date as listed in the employment authorization section of my Form I-20 has been reached. To do so constitutes unauthorized employment and a violation of my F-1 status.

9. **Changes to employment:** I understand that my employment permission will only be for a specific time period, job, number of hours per week, and employer, as specified on my Form I-20. Any changes to the dates, job, number of hours per week, employer, or the address at which I am employed must be approved in advance by ISSO.

Acknowledgement: I have read and understand the above rules and procedures and will abide by them.

Signature of Student: ________________________________ Date: __________________________
PART 2 (to be completed by the student’s Academic Advisor or Graduate Coordinator):

Student’s name: ____________________________________________

The proposed employment satisfies one of the following eligibility criteria for CPT authorization (please check one and provide requested additional information).

□ The proposed employment is required by a course in which the student will receive academic credit towards graduation.
  - Please provide the course number and title: ________________________________

OR

□ The proposed employment is required in order to complete dissertation research. (Ph.D. only)
If so, please explain how the proposed employment is essential for the development of the dissertation.

__________________________________________________________________________________________

__________________________________________________________________________________________

Ph.D. ONLY:

a. Expected completion date of coursework: __________

b. Expected defense date of dissertation proposal: ________________________________

b. Expected date of graduation: ________________________________

Please also answer yes or no to the following questions:

1. Based on your review of the student’s offer letter, is this work related to the student’s field of study?
   □ yes  □ no

2. Do you foresee this work opportunity impacting or delaying the student’s academic progress and anticipated graduation date?
   □ yes  □ no

As the academic advisor, I hereby certify that I have read the job offer letter and consider the above curricular practical training experience to be an integral part of the student’s program of study. I understand that CPT should be used only to meet degree requirements, is not meant to be a convenient employment opportunity, and may not delay completion of the academic program. I certify the above information is true and accurate.

_________________________________________________________  ____________
Advisor’s Signature       Name (printed)       Date

OR

Grad. Coordinator Signature  Name (printed)  Date