

LEGAL MEMORANDUM

CPT – INTERNSHIP EMPLOYER

RE: CURRICULAR PRACTICAL TRAINING (CPT) FOR F-1 INTERNATIONAL STUDENTS

Full-time students in F-1 status are eligible to obtain employment authorization for off-campus internships **when the position is an integral part of the established curriculum for their degree program**. This type of restricted internship employment authorization is called Curricular Practical Training (CPT).

The DHS (Department of Homeland Security) is clearly concerned about potential abuses of using CPT where the student has some choice in whether or not to pursue an academic route involving employment. The regulations state that curricular practical training must be “an integral part of an established curriculum.” Curricular practical training 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 agreement with the school” [see 8 C F R 214.2 (f) (10) (i)].

Since students will be receiving university credit and a grade for the internship, the internship **may not** begin any earlier than the first class day of the semester, and must end no later than the last day of the regular semester. Furthermore, since the internship is considered an integral part of a for-credit university course, CPT can not be authorized after the academic add/drop period has ended. The student may not continue off-campus employment in the period between semesters without reapplying for CPT.

NOTE TO ACADEMIC ADVISORS: To verify that a student meets the requirement to complete an internship through CPT, the academic advisor must certify in writing that the training opportunity is either required for or integral to the student’s degree program. If the degree program does not require an internship to complete the degree, the academic advisor must provide a support letter explaining how the internship is integral to the degree program. Guidelines for the letter are provided on the reserve side of this page. If you have questions regarding a student’s eligibility for CPT or the relevant U.S. immigration regulations, please contact the LU International Office at sandra.drane@lamar.edu OR daisy.estrella@lamar.edu OR 409 / 880-8356.

NOTE TO U.S. EMPLOYERS: The position offered to the F-1 student must be classified as an **internship** of limited duration whose primary function is to supplement the student’s academic program by providing hands-on, supervised work experience. An offer of full-time continuous employment is **not appropriate** for Curricular Practical Training Authorization. F-1 students must maintain full-time university enrollment during their internship. A letter template has been provided on the reverse side of this page. Please provide an offer letter that includes the following information regarding the F-1 student’s internship:

- Description of the training program, including location, the name and address of the internship supervisor, number of hours per week, and dates of employment.
- Goals and objectives of the internship
- Statement acknowledging that the internship relates to the student’s major field of study and that is an integral or critical part of the academic program.
- This letter must be on company letterhead/stationary.