



**CURRICULAR PRACTICAL TRAINING (CPT)
F-1 EMPLOYMENT AUTHORIZATION PROCEDURES**

Revised: May 13, 2008

General Information - Curricular Practical Training (CPT): An F-1 student may be authorized by the Designated School Official (DSO), to participate in a CPT program which is an integral part of an established curriculum. CPT is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full-time CPT are ineligible for post-completion optional practical training (OPT).

If you enroll in an internship course and do not complete the credit within the given semester, you will lose your F-1 status. If you receive an "I" (incomplete) grade or "W" (withdrawal) from the course, you have worked without fulfilling the obligations of CPT and will be in violation of your immigration status. **You are not authorized for your internship until you receive the updated I-20 from the LU International Office. I-20s cannot be backdated to retroactively authorize CPT employment. Remember, if you work without authorization while in F-1 status, you will lose your F-1 status.**

ATTENTION, GRADUATE STUDENTS RETURNING FOR A SECOND MASTER'S DEGREE: *Student's returning for a second master's degree are required to satisfy the one full year (9 months) of full time enrollment before they are eligible for Curricular Practical Training (CPT).*

A student may begin CPT only after receiving his or her I-20 with DSO endorsement. Students in English language training programs are ineligible for CPT. CPT policy is as follows:

- The International Office will only communicate using the Lamar University email account (MyLamar) regarding CPT applications. Phone calls or visits to the office to check on the status of an application will result in a longer processing time.**
- Complete applications can take **TEN BUSINESS DAYS or longer for processing in the International Office.**
- Because CPT is subject to widely varying interpretations and potential abuse, Lamar University takes a conservative view. CPT can be authorized only for a specific job with a particular employer for a specific length of time.
- CPT internship is not permitted for on-campus (Employed by Lamar University) employment. In this case the student will be employed as a student assistant, graduate assistant, teaching or research assistant. CPT internships are designed for "off-campus employment".
- In addition, to the department's approval, a CPT application may be denied by the P/DSO in the International Office due to discrepancies and/or no-qualification for DHS regulations.
- CPT employments must cease before the date of degree completion. **Continuing CPT employment beyond the actual completion date is illegal and is a violation of F1 status.**
- Student must have been lawfully enrolled on a full-time basis at a Service approved school for one full academic year (9 months EX: Fall & Spring or Spring & Fall; summer enrollment does not count).
- Students that are returning for a second Masters or Doctorate at the end of their OPT, are required to have been lawfully enrolled on a full-time basis for one full academic year (9 months) before they will be eligible for CPT. Students will not be eligible for immediate CPT upon their return for a 2nd degree.
- Student must have a **Lamar University grade point average** of a 3.0 graduates & 2.0 undergraduates.
- Student must be enrolled full time (9 hrs. for graduate or 12 hrs. for undergraduate) during a fall or spring semester; if the CPT is approved the student will be eligible for part time (20 hrs. per week) employment during these semesters.

- **College of Engineering Students:** You are required to obtain an information sheet from Dr. Victor Zaloom=s administrative assistant in Cherry Bldg. Room 2000. You must obtain Dr. Zaloom=s approval & signature before submitting the CPT petition to the International Office. Failure to comply with the policy will delay your CPT petition process.
- Providing the student has met the full academic year of lawful enrollment, the student may be approved for full time CPT during the summer sessions.
- The employment must be an integral part of an established curriculum in the student=s course of study.
- Must have an employment offer letter from the company that you will be employed by following “SAMPLE” employment letter in this packet.
- Student must register and receive a grade for the appropriate CPT course which is determined by the student=s academic adviser or chairperson. The CPT course must be listed in the institution=s catalog. The student must register for the CPT course before the DSO may approve/authorize the CPT. The student=s department will determine how the student will receive a grade for the specific CPT course. Student must continue enrollment in the specific CPT course for each semester that the CPT is authorized.
- A student must be registered for the summer sessions and may begin employment no earlier than the 1st class day and must cease employment by the last class day of the semester.
- Student may engage in CPT only for the specific employer, location and period approved and recorded by the DSO on Form I-20.
- Use of full-time CPT for one year or more eliminates eligibility for OPT.
- It is the student=s responsibility to receive written authorization from the DSO before the student may be employed.
- Failure to maintain lawful status (full time enrollment, valid Form I20, etc.) will result in immediate termination of employment.
- Full time CPT is permissible during summer sessions providing the student is eligible for this program. Student is required to enroll in the specific CPT course during the summer sessions.
- Students that have completed all required course work with the exception of thesis, may engage in full or part-time CPT with their major department=s approval.
- Students may not defer graduation because of employment benefits.

Student=s requesting CPT must submit official documents listed below to the International Office. ***Incomplete packets or documentation will not be accepted!***

- 9 Attachment I - Regulations
- 9 Attachment II - Internship Approval Form
- 9 CPT Support letter from your Academic Department/Advisor
- 9 Employment offer on official company letterhead which includes:
 - 9 brief description of the position
 - 9 company name, physical address, and telephone number
 - 9 start and ending dates of employment
 - 9 part or full time employment
- 9 Copy of your current I-94 Arrival/Departure Card (front & back)
- 9 All SEVIS I-20 (pages 1 & 3)
- 9 Copy of your Passport biographical & visa pages
- 9 Copy of Social Security Card
- 9 Copy of drivers license (if student has one)

