

CURRICULAR PRACTICAL TRAINING (CPT)



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Definition:

Curricular Practical Training (CPT) is defined as an integral part of an established curriculum such as internship or practicum for which academic credits are awarded.

Eligibility:

- Student must have been in F-1 status for 9 months (one academic year)
- Employment must be in the field of study
- Student must register for an internship, independent study or other academic credit(s) corresponding to employment for the current semester

How to apply:

1. Secure an offer letter from a company stating the position and responsibilities, dates and location of employment.
2. Obtain an approval from your academic advisor (see Advisor's Recommendation form on the reverse).
3. Register for the class (internship or other) corresponding to CPT.
4. Schedule an appointment for CPT approval at OISS. Bring the following to the appointment: offer letter, advisor's recommendation form, proof of registration.
5. You will be authorized for CPT once these documents are reviewed and the approval is entered into SEVIS. You will receive a new page 3 of your I-20 listing the employment details. This constitutes your employment approval which you need to show to the employer.

Other Issues:

- CPT can be done on a full-time basis in the summer or during semester breaks, and part-time only during the academic year. Full-time CPT is defined as employment over and above 20 hours per week. Part-time CPT is 20 hours or less per week.
- The total duration of full-time CPT should be less than 12 months. Students who work 12 months or more would forfeit Optional Practical Training (OPT). Part-time CPT does not count towards 12 months limit.
- CPT periods do not count against OPT, i.e. after 4 months of CPT the student is still eligible for 12 months of OPT.
- The student must be authorized for CPT prior to starting the employment. You cannot work without authorization.
- CPT authorization is only given one semester at a time. Each semester the student must be re-authorized so that registration for classes may be verified.
- International students are exempt from paying Social Security and Medicare taxes for the first 5 years, but are required to pay all federal and state taxes.

**ADVISOR'S RECOMMENDATION
FOR CURRICULAR PRACTICAL TRAINING**

I. TO BE COMPLETED BY THE STUDENT

Last Name _____ First Name _____

Student R# _____

Telephone _____ E-mail _____

Department _____ Degree sought _____

II. TO BE COMPLETED BY THE ACADEMIC ADVISOR

I confirm that the employment listed below is in the student's field of study and will be taken for the following reason(s). Please indicate:

- ◆ [] To supplement coursework. List course(s): _____
- ◆ [] To assist in research/thesis preparation
- ◆ [] To enhance current coursework with practical application.
- ◆ [] To fulfill program/course requirements. Mention course: _____

Name of Company: _____

Company Address: _____

Position: _____

From (mm/dd/yy): _____ **To (mm/dd/yy):** _____

Full-time (More than 20 hours per week): _____ **Part-time** (20 or fewer hrs, per week): _____

Academic Program Completion Date (the anticipated date when the student will complete all degree requirements): _____ (mo/yr)

Name of Academic Advisor _____

Date _____ **Signature** _____