

**APPLICATION**

**FOR**

**CURRICULAR PRACTICAL**

**TRAINING**

**F-1 STUDENT VISA**

**May 9, 2013**

Student is encouraged to apply for CPT two months in advance.

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

*Revised: November 4, 2010*

**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 (12 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.**
- ❑ Complete applications can take **TEN BUSINESS DAYS for processing in the International Office.**
- ❑ Provided CPT is approved, the first day of employment will be no earlier than the 1<sup>st</sup> day of class and will end the last class day of the semester unless the employer states an earlier termination date.
- ❑ 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 employment (employed by Lamar University). 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 F-1 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 (12 months) before they will be eligible for CPT. Students will not be eligible for immediate CPT upon their return for a 2<sup>nd</sup> degree.
- ❑ Student must have a **Lamar University grade point average** of a 3.0 (graduate students) or 2.0 (undergraduates). The student’s academic department may require a higher GPA.
- ❑ 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.
- ❑ If a student is enrolled for an on-line course (3 credit hours), completed all other course work for his/her degree, plus the CPT required course, the CPT approval (providing the student meets all CPT criteria) will be for part-time employment.

- ❑ **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.
- ❑ Provided 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 original and currently dated employment offer letter from the company that you will be employed by. The letter should follow the format of the "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 1<sup>st</sup> 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.

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

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

**LAMAR UNIVERSITY**  
**International Student Services, PO Box 10263, Beaumont, TX 77710**  
**Curricular Practical Training (CPT) F-1 Students Application**  
**Email: [international@lamar.edu](mailto:international@lamar.edu)**  
**Revised: May 9, 2013**

## ATTACHMENT I - CPT APPLICATION

LU ID No: \_\_\_\_\_ SEVIS No: N \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

US Address, Apt#, City, State: \_\_\_\_\_  
\_\_\_\_\_

Birth Date: \_\_\_\_\_ (M/D/Y) Gender: [ ] Male [ ] Female

Birth Country: \_\_\_\_\_ Citizenship Country: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Issues by State of: \_\_\_\_\_

Social Security No: \_\_\_\_\_ Telephone No: ( \_\_\_\_\_ ) \_\_\_\_\_

Degree Level [ ] Bachelors [ ] Masters [ ] Doctor [ ] PhD

Program of Study/Branch: \_\_\_\_\_ What is your graduation date? \_\_\_\_\_

Have you completed all of your required course? [ ] Yes [ ] No If no, how many courses are needed to complete your course requirement? \_\_\_\_\_

Are you completing a thesis with your academic degree? [ ] Yes [ ] No

E-Mail Address: \_\_\_\_\_

I understand and agree that in order to be eligible for the CPT program, I must comply *with both* Lamar University's College of Graduate Studies policy and Department of Homeland Security (DHS) federal regulations as follows:

- The International Office will only correspond with me using Lamar University email account (MyLamar) regarding my CPT application. Phone calls or visits to the office to check on the status of an application will result in a longer processing time.**
- 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). I am aware that I will not be eligible for immediate CPT should I return to Lamar University for a 2<sup>nd</sup> degree.
- In addition, I understand that even if I obtain approval from the department, my CPT application may be denied by the P/DSO in the International Office due to discrepancies and/or no-qualification for DHS regulations.
- Student must have a **Lamar University grade point average** of 3.0 (graduate students) or 2.0 (undergraduates).
- All international students must complete and obtain all required signatures for Attachment II.
- 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.

- Providing that a student has completed all required course work, they may engage in full-time CPT during the fall or spring semester as follows: **1)** must register for the appropriate CPT course & complete with a grade; **2)** must be registered for the course & have the DSO's approval no later than the 12<sup>th</sup> class day; **3)** must graduate that semester; and **4)** may not defer graduation for employment benefits.
- College of Engineering Students:** You are required to obtain an information sheet from Dr. Victor Zaloom's administrative assistant in Cherry 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 only.
- The employment must be an integral part of an established curriculum in the student's course of study.
- Must have an offer of employment from an employer offering work that qualifies as CPT.
- Student must register and receive a grade for the appropriate CPT course which is determined by the student's academic adviser or chairperson. **May not receive an "I", "S", or "U" grade.** 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.
- 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. **The CPT employment date will not be back dated.**
- 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.**

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Student's signature

Date

**LAMAR UNIVERSITY**  
**International Student Services, PO Box 10263, Beaumont, TX 77710**  
**Curricular Practical Training (CPT) F-1 Students Application**  
**Email: [international@lamar.edu](mailto:international@lamar.edu)**  
**Revised: May 9, 2013**

## ATTACHMENT II - CPT APPLICATION

All **STUDENTS** are required to complete and submit this form with their CPT Application forms.  
Failure to not submit all forms will delay your CPT processing.

**Section 1: To be completed by student:** All students must be registered in the semester that CPT will occur. All employment will begin no earlier than the 1<sup>st</sup> day of class and end on the last day of the class for each semester.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
LU ID# \_\_\_\_\_ Birth Date: \_\_\_\_\_ Tele # \_\_\_\_\_  
Degree Level: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_  
Lamar Email Address: \_\_\_\_\_

\_\_\_\_\_  
Student's signature Date

**Section II: To be completed *in full* by Academic Adviser: (CPT courses listed on next page)**

1. Degree Level:  Bachelor  Master  Doctor  PhD Field of Study: \_\_\_\_\_

2. Expected completion date of degree requirements (Note: this is not necessarily the graduation date): \_\_\_\_\_

3. Name and location of employer: \_\_\_\_\_  
\_\_\_\_\_

4. Proposed internship Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

5. Please check one of the options below describing the purpose of the internship:

The internship is a **required and established** part of the degree program.

Course Number: \_\_\_\_\_ Number of Hours: \_\_\_\_\_ Semester: \_\_\_\_\_

The internship is **not required**, but academic credit will count in the degree plan. **Support letter from academic advisor is attached.**

Course Number: \_\_\_\_\_ Number of Hours: \_\_\_\_\_ Semester: \_\_\_\_\_

This student has finished all formal course work requirements, and is currently in thesis or dissertation hours. The data obtained from the internship will be published in the student's thesis or dissertation. **Support letter from academic advisor is attached.**

I attest that I have completed the above information in full and hereby recommend that the student be work-authorized for the internship described on this form.

Academic Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Email: \_\_\_\_\_

Dr. Victor Zaloom's \_\_\_\_\_ (Engineering Students Only) Date: \_\_\_\_\_

## LEGAL MEMORANDUM

### LAMAR UNIVERSITY ACADEMIC DEPARTMENT

#### 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 agreement with the school” [see 8 CFR 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 cannot 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 program. 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 [international@lamar.edu](mailto:international@lamar.edu) or 409/880-8349.

**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.



**COLLEGE OF ENGINEERING STUDENTS**  
*(Regardless of your area of study in the College of Engineering)*

All College of Engineering students are required to obtain an information sheet from Dr. Victor Zaloom's administrative assistant in the Cherry Building, 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 & procedures may delay your process or jeopardize your CPT petition.

A student must be registered for the summer sessions and may begin employment the 1<sup>st</sup> Monday following the May graduation date.