



Academic Advisor’s Verification of CPT

About CPT:

Curricular Practical Training (CPT) is a type of off-campus work authorization for F-1 international students who want to gain experience in their fields of study. CPT is an academic experience, and is not intended to be used for ongoing employment. Per U.S. Code of Federal Regulation 8 214.2(f)(10), it should be “an integral part of an established curriculum.” To obtain CPT, a student must:

- Be in valid F-1 immigration status for at least two semesters (with an exception being graduate students in academic programs requiring immediate CPT)
- Secure a job offer directly related to the student’s field of study
- Get CPT authorization before beginning employment (authorization cannot be backdated)
- Be enrolled full-time in classes at Saint Rose

Advisors at the Center for Global Affairs grant permission for CPT after establishing the student’s eligibility and reviewing the supporting materials. After authorization is granted, the student will receive an updated I-20 to present to their employer.

If 12 months or more of full-time CPT is used, the student forfeits their Optional Practical Training benefit after graduation. Accrual of part-time CPT does not affect eligibility for OPT, however frequent usage of even part-time CPT can lead to increased scrutiny and risk when applying for OPT, visa applications, and other DHS benefits like H1-B petitions.

About CPT dates of authorization:

- Fall and Spring: CPT dates must start no earlier than the first day of the semester and end no later than the last day of the semester. Employment is limited to 20 hours per week unless more is required by the program of study.
- Winter break: Students who are working in the Fall semester and require their CPT authorization to extend through winter break OR who wish to start their Spring CPT early will need to have a legitimate academic reason for doing so.
- Summer: Students can enroll in an eligible course in any Summer session regardless of their internship dates. Authorization can be granted from the day after the Spring semester ends to the first day of the Fall semester. Full-time CPT is allowed for all continuing students during the summer.

Student & Employment Information (Can be completed by student):

Name & ID Number:
Program of Study & Level:
Job Title & Company Name:
Company Address:
Physical Site of Employment, if different than above:
Part-time or Full-time CPT:
Requested Start Date & Requested End Date:

Types of Curricular Practical Training:

- **Course Credit:** CPT may be authorized for students who enroll in a course that requires employment to earn a grade, or a course where students design their own research project based on the employment. Enrollment in the course must be concurrent with the employment. Authorization will be granted on a semester-only basis, with exceptions for *when the course requires* the work to be completed beyond the dates of the semester.
- **Degree Requirement:** CPT may be authorized when an internship is a *requirement* of the degree program (i.e. *all* students in the program must complete the internship to obtain the degree). Authorization can be for full-time or part-time employment, depending on the academic department's requirement.

Advisor's Verification

Advisor's Name:
Advisor's Title & Department:
Student's Expected Program Completion Date:
Select ONE of the following to explain how this CPT experience is an integral part of the student's curriculum: <input type="checkbox"/> Course Credit: An internship, or other program-related course of at least 1 credit which will be used towards completion of the student's academic program. The course number, title & number of credits is: <input type="checkbox"/> Degree Requirement: A required, non-credit practicum or field work placement. This experience is required for ALL students in this academic program/course of study in order to fulfill graduation requirements, but does not require course registration, as noted in the Graduate or Undergraduate Bulletin.

Please explain how this CPT experience directly relates to the student's current major or field of study. What academic requirements will be satisfied by this employment? What academic deliverables may be produced during the CPT?

If the student is requesting CPT dates which begin or end outside the dates of the semester of CPT enrollment (i.e. extension of Fall CPT into the winter break, or early start to Spring CPT), explain the academic reason that the practical training experience cannot be completed during the semester of enrollment, and why the additional time is needed:

Advisor's Printed Name & Signature:
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The student will submit this form to the Center for Global Affairs to be authorized for CPT.