



Curricular Practical Training Authorization Information

Under federal regulations governing F-1 students, you are not allowed to work off-campus without express authorization from the US Citizenship and Immigration Services (USCIS). The regulations state:

(i) Curricular practical training programs.

An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement. (Revised effective 1/1/03; 67 FR 76256).

If you are found by immigration authorities to be working without this authorization, you will immediately lose your F-1 status and could be subject to severe penalties including deportation. I have read and understand this statement: _____

Step One: All of the following documents must be part of your file in the HU International Office:

1. Copy of your current and previous I-20s.
2. Copy of your passport.
3. Copy of your visa.
4. Copy of your most recent I-94
5. Your current address in your home country.
6. Your complete current U.S. address and phone number while enrolled at Hampton University.
7. Current Class Schedule as confirmation that you are currently enrolled in a full-time course of study (12 hours for undergraduates or 9 hours for graduates)

Step Two: In addition, you must submit:

1. **The attached CPT Authorization Form**, signed by your advisor or department chair explaining why the practical training is curricular. Curricular practical training must be (1) a required internship that is needed for your degree program and stated in the university catalog, or (2) a cooperative work/study associated with your program of study, based upon a prearranged agreement between the university and the employer, and part of a course for which you will be earning credit.
2. **The attached CPT Responsibilities Form**, initialed and signed by you.
3. **An Internship Offer Letter from your employer** stating the beginning and ending dates of the offer of employment, the address of the company for which you will be working, the number of hours per week, that this is an internship position, unpaid or hourly rate, and your duties. The letter should be submitted on the company letterhead, with original signature.

To confirm approval of the curricular practical training, a new I-20 will be prepared and endorsed for the specific curricular practical training experience. Note: it can take up to 10 business days to issue your new I-20.

CPT INTERNSHIP OFFER LETTER TEMPLATE

CPT Internship offer letters must be on letterhead and include the company's name and full address. A new letter must be submitted for each request.

Date

Dear Student Name,

Name of Organization is pleased to offer you an internship educational opportunity at our Job Location facility. Your schedule will be Number of Hours per week, beginning on Date and ending on Date (as per the dates of your semester classes). For this position, you will be paid an hourly rate of Amount. *[PLEASE NOTE: As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.]*

For this position, your major duties will include Brief Description of Job Responsibilities. Your supervisor will be Name, Supervisor's Position. His/Her phone number is Phone Number and his/her e-mail is E-Mail.

In addition, it is our understanding that you will be authorized to accept this employment under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrant students. I certify that this position is not meant to be long-term employment for you but an internship position to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue permanent employment for you, there are viable options to easily achieve this (Optional Practical Training and H-1B visa).

Finally, we understand that there is a certain amount of time – approximately ten days -- needed to process your CPT request with Hampton University and that you may not report to our company/organization until you have received your new I-20 with the CPT authorization on it.

Sincerely,

[signature]

Company Official

Internship Offer Letter Requirements

Information NOT to be included in the internship offer letter:

- ◆ Benefits
- ◆ Insurance
- ◆ Retirement
- ◆ Incorrect or open-ended dates

Summary of Required Info for Offer Letter Template

- Student name
- Internship start date
- Internship end date
- Company name
- Company address
- Work location address (if different)
- Duties
- Hours per week
- Paid or unpaid
- Hourly rate
- Supervisor name
- Supervisor contact



Curricular Practical Training Authorization Form

SECTION A (TO BE COMPLETED BY STUDENT):

1. First Name: _____ Last Name: _____
2. SEVIS #: _____ HUDID: _____
3. E-mail: _____ Phone No.: _____
4. Level: Bachelor Master Ph.D. Major: _____
5. This is: my graduating semester a summer semester fall or spring, but not my graduating semester.
Expected Graduation Date: _____
6. Has this above information changed since your last I-20? Yes No.
7. Employment Start Date: _____ Employment End Date: _____
8. This CPT is: Full-Time Part-Time.
9. Employer's Name: _____ EIN: _____
Employer's Address: _____
City: _____ State: _____ Zip Code: _____
Employer's Phone Number: _____ Employer's E-mail: _____

I understand that I may not engage in any other off-campus work except for my Curricular Practical Training employer listed above without prior authorization from USCIS. I also understand that my CPT employment is limited to 20 hours per week when classes are in session. I further understand that I must reapply for approval of any future CPT. I also understand that any full-time CPT subtracts from the year of full-time post-completion OPT for which I may be eligible.

Student's Signature: _____ Date: _____

SECTION B: TO BE COMPLETED BY ACADEMIC ADVISOR):

1. Please describe the curricular nature of this employment. This is:
 A required internship for the student's degree program as stated in the catalogue, or
 An optional internship as part of a prearranged work/study agreement between the university and the employer for which the student will receive credit.
2. Is the internship that is directly related to the student's major field of study: Yes No.
3. Please indicate the specific goals of this internship that are relevant to the student's coursework and/or program of study: _____

Academic Advisor's Name: _____ Phone No.: _____ E-mail: _____

Academic Advisor's Signature: _____ Date: _____

This form must be submitted to Hampton University International Office for approval.



CPT RESPONSIBILITIES FORM

Curricular Practical Training (CPT) applicants must ensure they have met all Immigration-mandated responsibilities to be sure their status is maintained. Please INITIAL EACH SECTION in the space provided to indicate your understanding of the items below.

I understand that:

INTERNSHIP VS. LONG-TERM JOB: CPT is a class and internship; it is not meant for long-term employment. If I wish to explore longer-term arrangements, I will pursue OPT or another visa status. ____

PRE-REQUISITE ENROLLMENT: I must have completed two full-time semesters (one academic year) before being eligible to do CPT, unless if I am a graduate student and my program requires an internship. ____

PART-TIME/FULL-TIME CPT: Part-time CPT is 20 hours or less per week and full-time CPT is 21 hours or more per week. Any full-time CPT subtracts from the year of full-time post-completion OPT for which I may be eligible. ____

GRADUATING SEMESTER: There is only one graduating semester; if I request CPT for my final semester but do not graduate, I will only have OPT as an option. ____

ON-CAMPUS EMPLOYMENT: When school is in session, I can work with either CPT or on-campus employment (including assistantships), or a combination of both, but the total employment cannot exceed 20 hours per week. If I have been approved for a full-time CPT as a required part of my degree program during a fall or spring semester, I cannot combine on-campus employment. ____

CPT DATES: The earliest possible start date is the first day of classes and the latest possible end date is the last day of exams. As CPT is a class, I understand that I may not work between semesters. ____

OPT APPLICATION: Once I have applied for OPT, I cannot apply for CPT. ____

PROCESSING TIME: Processing may take up to 10 business days once a complete and correct application has been submitted. Upon submission of my application, the requested start date will be 10 business days in the future. ____

NEW OR UPDATED CPT: If I need to extend or change my CPT in any way, I will have to submit an entirely new application (including for change of employer). All I-20s must be kept safe even after CPT is completed. ____

REQUIRED ADDRESS UPDATES: I must keep all of my required addresses current (U.S. Physical Address, U.S. Mailing Address, and Home Country Address) with HUIO. Any changes will be submitted within 10 days. Out-of-date addresses are a violation of my visa status and may make me ineligible for CPT or OPT. ____

IF AN INTERNSHIP IS REQUIRED FOR MY PROGRAM: I will make an appointment with the HUIO to discuss my department's requirements and the proposed internship. On-campus required internships are limited to 20 hours per week. ____

CPT AUTHORIZATION: If I report to my internship site before I have my CPT I-20 in-hand, I am in violation of F-1 regulations and may be subject to losing ALL F-1 benefits, including CPT and OPT. ____

POLICY UPDATES: This responsibilities form is valid for current HUIO policies and U.S. Immigration regulations. I will follow any updates to either by contacting HUIO and/or visiting the USCIS website. ____

I have read and agree to follow these regulations, policies and procedures.

Student's Name: _____ Student's Signature: _____ Date: _____