

CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION

“(i) *Curricular practical training.* 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.” (<https://www.ice.gov/sevis/schools/reg#f>)

ELIGIBILITY

To be eligible for CPT, student must:

- You must be in valid F-1 visa status.
- You must be registered as a FULL-TIME student in an academic program (Any students enrolled in ESL courses is NOT eligible).
- You must have completed one (1) full academic year in the U.S. at the undergraduate or graduate level. The only exception is if a graduate program REQUIRES immediate participation.
- You must have a job offer letter when you apply.
- **CPT is not a back door to employment and should not be used solely as an income source. CPT is academic in nature. We DO NOT recommend that you bridge CPT employment to OPT. Please be aware that bridging may result in issues with your Post-Completion OPT application, STEM OPT, or H1B in the future as USCIS may interpret it as misuse of CPT. If your CPT internship unexpectedly becomes an offer for full-time OPT, we recommend getting separate/new offer letters for each stating how your position has changed.**
- Your job/internship/volunteer position MUST be directly related to your program of study.
- CPT is only available BEFORE graduation/completion of your program.
- **Your CPT must be attached to a course in the semester during which you will be working. Example: if you are doing a summer CPT, you must be enrolled in a summer course. ENROLLMENT IN A COURSE IS REQUIRED. Please consult your academic advisor on which course you should enroll in for CPT.**
- CPT must “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”
- **If you have already completed all degree requirements, you are not eligible for CPT. You cannot delay graduation to apply for CPT as a way to lengthen employment.**

FULL-TIME CPT

- Full-time CPT: working a total of more than 20 hours per week
- A total of **365 days of full-time on CPT makes you INELIGIBLE for OPT.**
 - Example: working **3 months of full-time CPT** each **summer break** for **4 years** = 365 days = ineligible for OPT.
- You must maintain full-time enrollment or have submitted a Full-Time Equivalency (FTE) form for a valid reason
- If you also work on-campus, your TOTAL hours between on and off campus employment must be more than 20 hours per week and less than 40. *Example: if your work 15 hours on-campus, you will only be allowed to work 25 hours off-campus.*
- Bachelor level students: Full-time CPT is only allowed during summer break, winter break, or in your graduating semester.
- Master level students: Full-time CPT is only allowed during summer break, winter break, or in your graduating semester.
- PhD level students: Full-time CPT is reviewed and authorized on a case by case basis.

PART-TIME CPT

- Part-Time CPT: working a total of 20 hours or less per week
- You can apply for CPT even if you have an on-campus job, including research and teaching assistantships.
- You must keep note of your hours. You can work up to 20 hours per week on campus while also working up to 20 hours per week off campus in part-time CPT.

OTHER IMPORTANT INFORMATION

- WE REVIEW AND AUTHORIZE CPT ON A CASE-BY-CASE BASIS. Regulations/policies can change quickly and without notice.
- If you wish to continue CPT with the same employer the next semester, **you will need to submit a new application**, updated offer letter, course expectations, etc.
- **If you change employers, you MUST submit** a new application and inform your ISAO advisor so they can cancel your current CPT and authorize new employment/issue a new I-20
- If any information regarding **your employment changes** (like if you **stop working before** your end date), you must contact your advisor so that your SEVIS record can be updated.
- Even if the internship is unpaid, you **must** apply for CPT work authorization because it is still **professional experience**

For ISAO use ONLY:	<input type="checkbox"/> Academic Adv.	<input type="checkbox"/> Offer Letter
<input type="checkbox"/> Canvas CPT Quiz	<input type="checkbox"/> Hours	<input type="checkbox"/> Job Duties
<input type="checkbox"/> Check course	<input type="checkbox"/> Employer	<input type="checkbox"/> Course Catalog
<input type="checkbox"/> Fully enrolled or FTE	<input type="checkbox"/> Regional?	<input type="checkbox"/> Hard Skills List
<input type="checkbox"/> Work on-campus?	<input type="checkbox"/> Dates	
<input type="checkbox"/> CPT Supervisor	<input type="checkbox"/> 1 Acad. Year	

STUDENT MUST COMPLETE:

I will work a total of **1 to 20 hours** per week for off-campus work = **PART-TIME CPT**

I will work a total of **21 to 40 hours** per week for off-campus work = **FULL-TIME CPT**

REQUIRED: SELECT A REASON FOR FULL-TIME CPT

- It is during an official summer break
- This is my last semester at UMKC. I have applied/will apply for graduation this semester. My I-20 will be shortened to the last day of classes. If I do NOT end up graduating this semester, I understand that I must request an extension of my I-20 as soon as possible and that I will NOT receive any additional CPT authorizations.
- I am a PhD student. I have completed all required on-campus courses. I am ONLY working on my dissertation and only have dissertation credits left to complete.
 - The research I will do on CPT is required to complete my dissertation: YES NO
 - *If NO, this is not CPT. Your CPT will be automatically denied. You should apply for OPT.*
 - *If YES, you must provide a letter explaining your research topic and how the proposed employment is required for the completion of your dissertation*

NAME: _____ UMKC ID #: _____

HAVE YOU PASSED THE CANVAS CPT QUIZ (must score at least 85): YES NO

WILL YOU BE WORKING ON-CAMPUS DURING YOUR CPT? NO YES, I WILL BE WORKING _____ HOURS PER WEEK ON-CAMPUS TOO

COMPLETED 1 FALL & 1 SPRING SEMESTER AT UMKC? Yes No, but I transferred from a U.S. university and completed _____ terms.

I AM REQUESTING CPT FOR THE: Fall Semester Spring Semester Summer Semester

CPT START DATE: (CANNOT be in the past): _____ CPT END DATE: _____

****PLEASE NOTE: We only authorize CPT by SEMESTER. Your start and end dates should not be for more than one (1) semester. If you wish to do CPT for more than one semester, you will need to submit additional, and complete, applications. WE REQUEST THAT YOU SUBMIT YOUR APPLICATION AT LEAST 10 BUSINESS DAYS BEFORE YOUR REQUESTED START DATE.**

COURSE # YOU ARE LINKING TO YOUR CPT: _____ (You CANNOT use a future or past course)

YOU ARE REQUIRED TO ANSWER THE FOLLOWING:

1. Is your position directly related to your UMKC degree/major? YES NO
2. Is the main goal of your position to secure future employment at this organization? YES NO
3. Will working/interning in this position cause a delay in your graduation? YES NO
4. Will you be working outside of the Kansas City metro area? YES NO
 - o *If YES, you must attach an explanation of how you will be a full-time student ON-CAMPUS as well as working outside of Kansas City. Failure to submit an explanation will result in automatic denial.*
5. Fall/Spring CPT ONLY: Are you enrolled in the required 9 credit hours (grad) or 12 credit hours (undergrad)? YES NO, but I understand I must enroll full-time or submit a valid FTE with this application

We reserve the right to ask for additional information regarding the relation between your requested employment and your program of study.

Additionally, you are REQUIRED to submit the following with your application:

1. On a separate sheet of paper, create a **bulleted list of the hard skills** you will be learning from the organization listed on page 5 of this application.
2. Official printout of the "Class Details" page of your CPT course from Pathway (Student Center)
3. Official offer letter from the organization listed on page 5.
4. Official correspondence/evidence of your job duties/responsibilities (examples include: screenshot of official job posting, email directly from your employer to our office, official letter, etc.)

ALWAYS READ WHAT YOU ARE SIGNING AND THEREBY AGREEING TO:

INITIAL next to EACH of the following statements and sign below

- *I certify that I have read, understand, and will abide by all CPT regulations. I am enrolled in the correct course, it is directly related and is beneficial to my degree, and my CPT is academic in nature.*
- *I acknowledge that if I use CPT as a bridge to OPT it may result in issues with future employment or visa applications.*
- *I acknowledge that if I work without authorization I understand that my I-20 will be TERMINATED and I will leave the U.S. within 48 hours and cannot be reinstated to my current F-1 visa.*
- *I certify that if I am applying for part-time CPT, I will not work more than a combined total of 20 hours per week (on-campus and off) and if I am applying for full-time CPT, that I will not work more than a combined total of 40 hours per week (on-campus and off).*
- *I certify that if I stop or change my employment at any time, I will report it to ISAO within 10 business days.*
- *I understand that I must maintain status and continue to report the following: any change to visa, any departures from the U.S., any change in local or mailing address, any change in name, and that I will maintain full-time enrollment.*
- *I acknowledge and confirm that if any of the information in this application is found to be false my work authorization will be immediately revoked and I will no longer be eligible for any further CPT. The violation will be noted in my SEVIS record and I will take full responsibility for my actions.*
- *I acknowledge that creating or submitting documents on behalf of the organization listed on page 5 without their knowledge or consent is considered fraud and will result in automatic denial of any and all future CPT.*

Student Name

Signature

UMKC ID #

PROFESSOR OF YOUR CPT COURSE MUST COMPLETE: Questions? Please call 816-235-1113

1. Please put the name and number of the course in which this student is enrolled: _____
2. Review the job offer letter. Does this CPT position complement the class objectives?
 YES. Proceed to next question. NO. Stop application. This doesn't qualify as CPT.
3. If requested, would you be able to provide documentation showing how the student's CPT participation will be evaluated/graded?
 YES. Proceed to next question. NO. Stop application. This doesn't qualify as CPT.
4. Is internship/employment/practicum/training participation part of this course as listed in the course syllabus?
 YES NO If NO, specify how would the participation be graded/evaluated: _____

✓ *By signing, I approve of this student's CPT application and certify that the above information is accurate.*

Professor's Name_____
Signature_____
Date**ACADEMIC ADVISOR MUST COMPLETE: Questions? Please call 816-235-1113**

1. Do you approve of the course listed above as an acceptable course to link to CPT? YES NO
 - If NO, stop application. This doesn't qualify as CPT.
2. Is this internship/employment/practicum/training required for the student's degree meaning that ALL students in the same degree program are also required to gain this experience off-campus? YES NO
 - Is it required for this student's curricular track? YES NO
3. Will student's graduation/normal progress toward degree completion be delayed by CPT participation? YES NO
 - If YES, stop application. This doesn't qualify as CPT. Student must focus on academics.
4. Has the student completed all of the required on-campus courses for their program? YES NO
 - If YES, student may not qualify for CPT and may need to do OPT. Refer student to ISAO.
5. Is the CPT course applicable to the student's UMKC degree? YES NO
 - If NO, stop application. This doesn't qualify as CPT.
6. Based on your knowledge of the student's program and the organization listed on page 5 of this application, can you confirm that this is an established part of the student's curriculum and is PRIMARILY academic/curricular in its nature?
 YES NO. If NO, stop application. This doesn't qualify as CPT.
7. The student's expected graduation date is: _____

✓ *I approve of this student's CPT application and certify that the information provided on this request form is accurate.*

✓ *If requested, I certify that I will be able to provide evidence/a more detailed explanation as to how the employment is directly related and an integral part of the established curriculum of the academic program.*

Academic Advisor's Name_____
Signature_____
Date

EMPLOYER MUST COMPLETE:

COMPANY NAME		COMPANY WEBSITE	
STREET NUMBER AND NAME	CITY	STATE	ZIP CODE
SUPERVISOR'S NAME		SUPERVISOR'S TITLE	
SUPERVISOR'S EMAIL		SUPERVISOR'S PHONE NUMBER	

1. Please state the student's job title: _____
2. Please confirm the student's requested start date (student cannot start until CPT is approved): _____
3. Please confirm the student's end date (student is only authorized by semester): _____
4. Please confirm the number of hours per week the student will be working: _____
5. Will the student's working hours per week vary? YES NO
 - **If yes**, what is the range of hours per week that the student may work? _____

By signing below:

- ✓ **As the Employer, I understand the following:**
 - *The student cannot work without, before, or after the dates of authorization listed on the 2nd page of the student's Form I-20.*
 - *The student cannot work more than 20 hours per week if they have been authorized for PART-TIME CPT. The 20 hour cap includes any work the student is also doing on-campus.*
 - *If the student works before or after the dates listed on the Form I-20 and therefore without authorization, the student's Form I-20 will be terminated by UMKC for "unauthorized employment" and the student will have to exit the U.S. within 48 hours with no option for reinstatement.*
- ✓ *Employer agrees to cooperate with the school in achieving the curricular purposes of the employment/training.*
- ✓ *Employer certifies that the information provided in this five (5) page request form has been reviewed and is accurate.*
- ✓ *Employer acknowledges that they are/would be able to provide an official job offer letter stating the student's job title, description of duties/responsibilities, number of hours per week the student will work, and the location of where the student will be physically working.*
- ✓ *Employer certifies that they will adhere to all applicable State and Federal regulations/requirements such as FLSA: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>*
- ✓ *Employer certifies that they will provide all necessary training, safety instructions, and supervision.*
- ✓ **Employer acknowledges that they must notify UMKC's International Student Affairs Office (isao@umkc.edu) of any of the following:**
 - **Change in dates of employment**
 - **Change in address of employment**
 - **Change in employment status**
 - **Change in number of hours per week**

Employer's Signature	Date
Printed Name of Employer Representative with Signatory Authority	Title