

**General Information**

Curricular practical training (CPT) 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. CPT is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year, unless you are a graduate student, and your program requires immediate curricular training. Students in English language programs are ineligible for CPT. To be considered for CPT, the work must not only be directly related to the major field of study but must also be an integral or important part of your studies.

Federal regulations require CPT to be directly related to a student's major area of study. This means CPT cannot be authorized based on a student's minor or general graduation credits. CPT participation may only be approved if the training opportunity is directly related to the major program of study.

CPT is not meant to be a convenient employment opportunity, nor is meant to be a device to save Optional Practical Training time. CPT must have a valid academic purpose in the student's program of study.

**Part I. Student Information**

1. Student's Name:
2. Email Address:
3. Phone No.:
4. SEVIS ID No.:
5. TAMUK KID No.:
6. Major Field of Study:
7. Degree:
8. Program Start Date:
9. Expected Date of Completion:
10. Number of Credits Required for Graduation:
11. Physical Address:

**Part II. Information about the Proposed CPT**

12. Name of Employer:
13. Address of the Employer:
14. Position Title:
15. Number of Working Hours per Week:
16. Proposed CPT Start Date:
17. Proposed CPT End Date:
18. List at least Three Duties the Student will be Performing:

**Part III. Recommendation** (to be completed by Academic Advisor)

19. Is the student eligible to graduate now?  Yes  No  
(Not relevant to graduation paperwork or commencement ceremony date). If "yes", the student is NOT eligible for CPT.
20. Employed on campus?  Yes  No.

If yes, is it a  TA/RA/DA or  Off-campus job?

21. I recommend CPT for the student based upon the following:
  - 1)  The CPT is a mandatory graduation requirement for all students in this major, *not just for this student*. I have attached a copy of the class bulletin proving such mandatory requirement. Student must provide proof of course registration for CPT authorization.
  - 2)  The CPT is an integral part of the student's academic program of study/curriculum for which he or she will receive academic credit (Course Number & Name): \_\_\_\_\_
    - a) Please explain how CPT is integral to the academic program:
    - b) Please explain how student's performance will be evaluated for the experience:

(Attach additional documentation as necessary. Proof of course registration is required.)

- 3)  The CPT is an integral part of the student's required research for which he or she will receive academic credit (Course Number & Name) \_\_\_\_\_
 

Please tell us how the CPT is an integral part of the required research:

Please explain how student's performance will be evaluated for the experience:

(Attach additional documentation as necessary. Proof of course registration is required)

22. Is this the student's last semester?  Yes  No. If "yes" the student must have at least one remaining degree-required course to register. Please list the degree-required course name and number here:
23. Is this the student's first academic year?  Yes  No. If "yes" please tell us why the CPT must be done in the first academic year?

<p>24. During the period of CPT, the student must continue to maintain a full course of study in F-1 status, i.e., the student will enroll at least 12 credits for undergraduate/9 credits for graduate. If the student is enrolling in less than full-time hours during the CPT, does the department consider the registration to be full-time equivalent?  <input type="checkbox"/> Yes <input type="checkbox"/> No. If “No,” the student is not eligible for CPT, unless the student is eligible for <a href="#">reduce course load (RCL)</a>.</p>
<p><b>Part IV. To Be Completed and Signed by Student</b></p>
<p>25. List all previously CPT (Example: full time - 1/23/2015–5/31/2015)</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>
<p>26. List all previously OPT (Example: full time - 1/23/2015–5/31/2015)</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>
<p>27. I have registered for the course/research credit relating to this CPT for the applicable semester and understand that CPT authorization will be voided if I drop the course(s). If CPT authorization is voided, I understand that I may not be eligible for further F-1 benefits.</p> <p style="text-align: center;">I understand that 12 months of full-time CPT eliminates eligibility for OPT.</p>
<p>Student’s Name: _____</p>
<p>28. Student’s Signature: _____</p>
<p>29. Date of Signature: _____</p>
<p><b>Part V. Procedure</b></p>
<p>30. Complete required paperwork/documents and bring to OISSS no later than 10 business days before employment begins. CPT <u>must</u> be authorized before employment begins.</p> <p>1) This form, completed and signed</p> <p>2) A copy of receipt of <a href="#">CPT Employment Authorization Processing Fee</a>.</p> <p>3) Official letter of offer with dates of employment on the employer’s official letterhead with original signature. Note: the letter should include</p> <ul style="list-style-type: none"> <li>○ name and physical address of the employer</li> <li>○ proposed dates of employment</li> <li>○ number of hours per week</li> <li>○ duties performed</li> </ul>

<p>4) Proof of registration for departmental class. If the CPT will take place during the summer, course registration can be for Summer 1 or Summer 2. Fall or Spring CPT will require course registration during the semester you will be performing your internship.</p>
<p>Upon reviewing the items above, a DSO will prepare a new Form I-20 with the CPT endorsement on the page 3. This endorsement serves as your authorization to work for a pre-determined amount of time for a specific employer. The student may engage in CPT upon receipt of the endorsed Form I-20 from the advisor in OISSS.</p>
<p><b>Part VI. Signatures</b></p>
<p><b>NOTE: The information provided will be reflected on the student’s form I-20 and reported to the Department of Homeland Security (DHS).</b></p>
<p>31. Name of Academic Advisor: _____</p>
<p>32. Signature of Academic Advisor: _____</p>
<p>33. Date of Signature: _____</p>
<p>34. Name of Department Chair: _____</p>
<p>35. Signature of Chair: _____</p>
<p>36. Date of Signature: _____</p>
<p><i>Note: Career Services has verified that the employer mentioned on this form is an employer in good standing with Texas A&amp;M University-Kingsville. Career Services has confirmed the following information: Verified contact information including at least one point of contact within the organization, a clear and complete company description, an email address that matches the domain of the organization’s website, an active website, and a physical address.</i></p>
<p>37. Career Services Advisor’s Name: _____</p>
<p>38. Signature of Career Service Advisor: _____</p>
<p>39. Date of Signature: _____</p>