

CURRICULAR PRACTICAL TRAINING

What is Curricular Practical Training (CPT)?

CPT is an off-campus paid or unpaid work experience or training available to eligible F-1 students when it is an integral part of an established curriculum or if the student receives credit for the training/work experience.

Who is eligible to apply for CPT?

Students maintaining F-1 status who have completed one academic year (Fall and Spring) of full-time study by the requested start date of the work/training experience are eligible to apply for CPT.

You must be registered for a course that is approved by Career Services or your academic advisor. The course and internship must be related to your course of study.

Can I do part-time or full -time CPT?

- A student may engage in CPT part- time (20 hours or less per week) or full- time (21 hours or more per week). ***If you engage in 12 months or more of full-time CPT, you will be ineligible for Optional Practical Training.*** Part-time CPT does not affect OPT.
- RCC limits students to 135 hours per semester for internship classes.

Do I need to apply for CPT if my opportunity is unpaid?

CPT is any paid or unpaid work/training experience. All off-campus work or training must receive CPT authorization from an ISS advisor prior to beginning the experience.

What do I need to apply for CPT?

- A letter from Career Services, or Employer if doing an Independent Study, stating the approval of your internship. This letter must include:
 - Your name
 - The number of hours to be worked per week
 - The address of your employer
 - The office location where you will be located (Note: Your job site address may be different from your actual employer address)
 - The start and end date of work/training experience (must match the dates listed in the supervising professor letter or course description) **Note: Your start date should be a date at least 7 days after the submission of your CPT packet to ISS. Past dates will not be accepted.**
 - If applicable - the salary/hourly wage/compensation being offered
 - If you are in need of a Social Security number you may only receive one if you are starting a paid work experience. Your hire letter must include an EIN (Employer Identification Number)

- If doing an Independent Study, you must include a copy of Independent Study Proposal form or course syllabus
 - This form should state the course name and number, detailed course objectives, and how the work experience will be utilized in completing the course objectives.
- A cover sheet clearly stating your desired start date for CPT. (page 3 of this packet)
- Proof of registration for the course. **(CPT will not be authorized on your I-20 unless you have proof of registration.)**

How long will it take to process my CPT application?

Once our office has received all required documents, it will take 3 to 5 business days to process.

*****You will be required to schedule an appointment to pick up your CPT I-20 and discuss rules of CPT.*****

Where will I find my CPT authorization?

A new I-20 will be issued with CPT authorization found on page two. **Until you have this new CPT I-20, your CANNOT begin working.**

Some IMPORTANT things to consider:

- **Unauthorized employment is considered a violation of F-1 status and will result in a termination of your immigration record.**
- As always, an F-1 student must be registered full time in Fall and Spring semesters.
- CPT eligibility and policies are determined by your academic department or Career Services. The duration of CPT is determined by your program chair or supervising professor as related to the course objective.
- Please note that summer CPT should be initiated well in advance due to limited availability of supervising professors.
- **CPT is not a convenient way to work off campus, the work training/experience must be an integral part of your curriculum.**

After I have gathered all of the above, what do I do?

Bring in all of the above documents to ISS. We will process the paperwork, create a new I-20 for you, and call you to sign it. Please allow 3 to 5 business days for processing by ISS.

If you have any questions, please give us a call at 845-574-4193 or email international@sunyrockland.edu.

Curricular Practical Training (CPT) Request Form

Please complete this page and hand it in with your other CPT materials.
Keep the first 2 pages for your reference.

Today's Date: _____ RCC ID: _____

First Name: _____ Last Name: _____

Tel. #: _____ Email: _____

Major: _____

CPT Start Date: _____ End Date: _____

**Please read instructions to determine appropriate start date. Remember: starting employment without your CPT I-20 is unauthorized employment.*

Employment will be (circle one): full time (*more than 20 hours/week*) part time (*20 hours or less/week*)

Employer address: _____

Job site address (*If different from above*): _____

CPT APPLICATION CHECKLIST:

- Hire letter from Career Services or Employer with required information
- Copy of Independent Study Proposal or Class Syllabus, if required
- Proof of registration
- Signed CPT Request Form

Please *sign below* to certify that you have read all the information in this packet and understand the **F-1 regulations regarding CPT.**

Signature: _____ Date: _____

___ Check if you do **not** have a **social security number** and need an employment letter from International Student Services.

(Be sure to bring your **hire letter** that includes the Employer Identification Number **[EIN]** with you to the Social Security Office.)