

CURRICULAR PRACTICAL TRAINING APPLICATION

Curricular Practical Training (CPT) is an option available to F-1 students where the practical training is considered to be an integral part of the curriculum or academic program. According to immigration regulations, this practical experience may be an internship, externship, cooperative education job, a practicum, or any other work-related experience that is either required for your degree (as defined in the course catalog) or for which academic credit is awarded.

F-1 students are not allowed to work (paid or unpaid) off campus without proper authorization. Having a social security number is not authorization to work.

To be eligible for CPT:

- You must be in valid F-1 status and have been lawfully enrolled on a full-time basis for one full academic year.
 - *Exceptions to the one academic year requirement are provided for students enrolled in graduate programs that require immediate participation in CPT.*
- The practical experience must be an integral part of your degree program or a requirement for a course.

CPT Application Process:

1. Obtain a letter from the place you will engage in the practical experience/internship. The letter must be on company letterhead and include the following information:
 - a. The letter should be addressed to you or include your name to confirm you were offered the position
 - b. Company name and complete address where the practical experience will occur.
 - c. A summary of your internship responsibilities and how it relates to your internship course.
 - d. The number of hours you will engage in practical experience per week.
 - i. **Part-time** (must not exceed 20 hours per week) while school is in session
 1. Part-time CPT will not affect OPT eligibility.
 - ii. **Full-time** (more than 20 hours per week) during summer vacations and semester breaks
 1. Hours cannot exceed 20 hours per week while school is in session unless required by your program of study as described in NYIT's course catalog.
 2. Students who accrue more than 365 days of full-time CPT during a program of study forfeit Optional Practical Training (OPT) for that program of study.
 - iii. The start date (must be a future date, not a date in the past) and end date of the internship. The start and end date must be within the ranges set below.
2. Meet with your academic advisor receive approval for an internship and register for the internship course. Ask your academic advisor to complete the CPT approval form and return it to you.

Term	Summer 2024	Fall 2024	Intersession 2025	Spring 2025
Start Date	May 22, 2024	September 4, 2024	January 2, 2025	January 20, 2025
End Date	August, 30, 2024	December 21, 2024	January 18, 2025	May 17, 2025

3. After gathering all of the above documents, please submit the CPT request e-form to International Education (OIE) at: NYC – colagunj@nyit.edu | Long Island – johnsonk@nyit.edu. You will need to include your offer letter and signed CPT Approval Form.

You cannot start the internship/practical experience until you receive a new I-20 authorizing your CPT.

Undergraduate Requirements	Graduate Requirements
One Full Academic Year (Two Semesters) in F-1 Status	
▪ Junior Year and/or 63 – 69 credits completed	▪ 18 credits completed

**CURRICULAR PRACTICAL TRAINING APPLICATION
STUDENT REQUEST FORM**

The information requested is needed for the U.S. Citizenship and Immigration Services. Please read This form carefully and return it complete to the Office of International and Experiential Education. Incomplete applications will NOT be processed. The application process takes approximately five (5) working days.

To Be Completed by the Student (Please Print)

Name: _____

Student ID: _____

Email Address: _____

Phone: _____

U.S. Address: _____

Internship Employer Name: _____

Internship Employer Address: _____

Degree: _____

Field of Study: _____

Expected Graduation Date: _____

Passport Exp. Date: _____

Full Time / Part Time:

Duration

- Full Time: more than 20 hours/week **Start Date:** _____
- Part Time: 20 or less hours/week **End Date:** _____

Please any previous periods of Curricular Practical Training during your academic career:

Prior Periods of Curricular Practical Training	Number of Months

Student Name: _____

Student Signature: _____



NEW YORK INSTITUTE OF TECHNOLOGY

International Education

CURRICULAR PRACTICAL TRAINING ACADEMIC ADVISOR APPROVAL FORM

Please have your **academic advisor** complete this form to confirm your eligibility for Curricular Practical Training (CPT).

Please include it when you submit your request for CPT.

PART I (To be completed by the student)

"I am requesting Curricular Practical Training (CPT) and I confirm that I have received an offer of employment related to my field of study. I understand that I cannot begin working until I receive my new I-20 with CPT authorization."

Name: _____ New York Tech ID: _____

PART II (To be completed by the student's academic advisor.)

U.S. immigration regulations require that Curricular Practical Training (CPT) be used by students for practical experience/internship (paid or unpaid) that is a required or integral part of the curriculum. Please indicate the student's eligibility by **checking one of the two options** below, sign the form, and return the completed form to the student.

The proposed practical experience/internship is based on:

An internship course for credit

Please list the course number and the number of credits for the course.

Please note: the student must be registered for the course at all times during the period of authorized CPT.

Course Number: _____ Number of Credits _____ Semester _____

Student's doctoral dissertation research

Please attach a letter written on New York Tech letterhead and signed, detailing how the proposed practical experience is essential for the development of the student's dissertation. Please obtain a signature from the Dean or Department Chair as confirmation that this activity is sanctioned by your school and that the student will continue to be enrolled during the requested period.

*"I certify that the Curricular Practical Training described in the employer's offer letter is related to the student's field of study and it is an integral part of the curriculum.
The work authorization under the Curricular Practical Training is recommended."*

Academic Advisor's Name Academic Advisor's Signature Date Phone Number