

Request for Curricular Practical Training Authorization

The immigration regulations set forth by the Department of Homeland Security state that, “An F-1 student *may* be authorized, by the DSO (Designated School Official), to participate in a curricular practical training program which is an **integral part of an established curriculum**. Curricular Practical Training is defined to be alternate work/study, internship, cooperative education, or any other type of **required internship** or practicum which is offered by **sponsoring employers through cooperative agreements with the school.**”

While there are many types of opportunities that might be considered to be “beneficial” for a student, the Immigration Service is specific about the type of work authorization that may be granted to F-1 students. **The purpose of Curricular Practical Training is NOT to provide off campus employment for students. CPT authorization is to fulfill an internship requirement of an international student’s academic program.**

Important Information About CPT

- Students must enroll and complete one academic year of full time study before becoming eligible for Curricular Practical Training (or any other type of off-campus employment)
- Students must currently be in valid F-1 status
- Proposed CPT employment MUST fall into one of two categories at UAH:
 1. Approved UAH Cooperative Education program
 2. Degree **requirement** listed in the UAH Catalog and on the Program of Study
- Students must be enrolled at UAH during the semester that CPT is authorized for the academic course for which CPT was requested.
- CPT may be authorized for full time (more than 20 hours/week) or part time (less than 20 hours/week) employment.
- Students who use 12 months of full time CPT will NOT be eligible for Optional Practical Training
- Students may not work before or after the authorized CPT dates on the I-20 form.
- CPT is not to be used to facilitate off-campus employment for international students. It is to be used only to fulfill the internship requirements of the student’s academic program or a UAH coop program.
- Any changes to the approved employer or location must be approved, in advance, by the DSO
- Students are not eligible to begin working off-campus until the CPT authorization has been processed and a new I-20 is issued to the student.
- Students must report changes of address to the International Student Advisor at UAH within ten days of the change.

I understand and agree to obey all rules and regulations set forth by The University of Alabama in Huntsville and the Department of Homeland Security concerning Curricular Practical Training and will contact the International Student Advisor at UAH with questions or concerns I may have. I understand that submission of this form does not guarantee approval of the proposed CPT employment.

Student’s Signature _____

Date _____

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Section 1 (to be completed by the student)

Name _____
(Last/Family Name) (First/Given) (Middle)

Phone Number _____

Degree Level: Bachelor's Master's PhD

Student ID _____

Email _____

Major _____

Advisor _____

***ALL STUDENTS MUST SUBMIT AN UPDATED AND SIGNED PROGRAM OF STUDY IN ORDER TO BE CONSIDERED FOR CPT**

I am eligible for Curricular Practical Training authorization based on (check one):

_____ A UAH Cooperative education program. (Attach Co-op approval form and updated POS)

_____ A degree requirement in the academic program. (Attach the course requirement is listed in the UAH Catalog and updated and signed program of study).

Section 2: (To be completed by the academic advisor on behalf of the student enrolled in the internship course)

To fulfill an academic requirement, the student will be registered for the following course:

Course Number and Name: _____ Number of Hours _____

Name of Faculty Member teaching the Course: _____

Please provide a description of how this employment relates to the course objective:

PLEASE NOTE: CPT work authorization is available to F-1 students for the purpose of fulfilling requirements of an academic program; therefore, Special/Selected Topics and Independent Study courses will not satisfy the CPT course registration requirement.

Type of CPT: Full Time (more than 20 hours/week) Part Time (less than 20 hours/week)

Requested CPT Start and End Dates: _____
(these dates must fall within the academic term that the student is enrolled in the class above)

Is the internship position a paid position? Yes No

Employer Name _____

Work site address _____ City, State, ZIP _____

My signature below certifies that the above information is true and correct and that the proposed CPT employment will be monitored by the university and has been obtained through the support and resources of UAH. This CPT is "an integral part of an established curriculum" that fits within the immigration regulations set forth by the Department of Homeland Security. I understand that the purpose of Curricular Practical Training is NOT to facilitate off-campus employment, but rather it is to fulfill the requirements of the student's academic program.

Advisor's Signature: _____

Date: _____