



Curricular Practical Training Authorization

Under federal regulations governing F-1 students, you are not allowed to work off-campus without express authorization from U.S. Citizenship and Immigration Services. The regulation states:

(i) Curricular practical training programs

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 as 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 university. **Please note:** 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 their Form I-20 with the DSO endorsement.

If you are found by immigration authorities to be working without this authorization, you will immediately lose your F-1 status and could be subject to severe penalties, including deportation.

I have read and understood this statement.

Applying for Authorization to Work Off-Campus

Step One

Please make sure that all of the following documents are updated in your file in the International Office.

1. A complete copy of your current and previous I-20s, including all government stamps and endorsements.
2. Photocopies of the pages of your passport showing validity dates and visa.
3. Photocopies of your current I-94 (front and back)
4. Your current address in your home country.
5. Your current United States address and phone number while enrolled at Hampton University.
6. Confirmation that you are currently enrolled as a full time student (12 hours for undergraduates and 9 hours for graduates, except in the last semester prior to graduation).

Step Two

In addition, you must submit:

7. The attached form, signed by your advisor or department chair, explaining why the practical training is pertinent. Curricular practical training must be:
 - a) A required internship that is needed for your degree program and stated in the university catalog, or
 - b) Cooperative work/study associated with your program of study, based upon a prearranged agreement between the university and the employer, and part of a course for which you will be earning credit.

8. A letter of offer **on official letterhead** from the employer stating the beginning and ending dates of the offer of employment, the address of the company for which you will be working, the number of hours per week that you will be working, and your duties. The letter should also state that this is an **internship or cooperative work** arrangement.

To confirm approval of the curricular practical training, a new I-20 will be prepared and endorsed for the specific curricular practical training experience. You must sign the I-20 on line II in blue ink.

Please note the following:

- Except as stated in the regulations, you are not eligible for curricular practical training until you have completed one full academic year (two semesters) of full-time study in the United States.
 - Each curricular practical training approval is for a specific period of time with a stated beginning and ending date. You must reapply for approval of any future curricular practical training.
 - You are not required to obtain work authorization to engage in bona fide (legitimate) volunteer activities or *unpaid* internships. However, if possible, we recommend that you apply for CPT if you are engaging in an unpaid internship.
 - You may work a maximum of 20 hours per week when classes are in session. Full time CPT is only allowed during the summer vacation period or after all requirements for the degree have been fulfilled. Each month of full time curricular practical training subtracts from the year of full-time post-completion optional practical training for which you may be eligible.
 - Training must relate directly to the student's major area of study.
 - Training is an integral part of the school's established curriculum.
 - CPT occurs *before* the student's program end date on the Form I-20.
 - Authorization is for one specific employer and for a specific period of time.
 - Student must secure the training opportunity before CPT can be authorized.
 - Student can have more than one CPT authorization at the same time.
 - You will need a social security number in order to apply.
 - You will not receive an EAD card, the CPT authorization on page 2 of your I-20 is your proof of employment eligibility and together with your I-94 record may be used to complete the Employment Eligibility Verification Form I-9 required by your employer.
 - One year of full-time CPT eliminates a student's eligibility for OPT.
 - Must be lawfully enrolled on a full-time basis for at least a full academic year.
- Note:** An exception exists for students in graduate studies whose programs require earlier training.

Other types of authorized off-campus work:

Optional Practical Training is approved work in your field of study for which you will not earn academic credit. The application procedure takes at least three months to process and a fee is charged by immigration services to approve this type of work, for which an Employment Authorization Document (EAD) is issued. For further information about OPT, please request the information materials and application forms.

Severe Financial Hardship: When a student experiences unforeseen and severe financial hardship it may be possible to apply for permission to take a reduced course of study and work off-campus. The application procedure takes at least three months and a fee is charged by immigration services to approve this type of work, for which an Employment Authorization Document (EAD) is issued.

Curricular Practical Training Authorization Form

Section A. (To be completed by student)

Period of time requested:

1. Employment start date: _____ (mm/dd/yyyy)

2. Employment end date: _____ (mm/dd/yyyy)

3. Full time (more than 20 hours/per week) or part time (20 hours/per week or less) _____
Full time CPT is allowed during summer vacation or after the student has completed all coursework for the degree.

4. Employer name: _____

5. Employer address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

6. Student Name: _____ Phone: _____

Personal Email: _____

Degree Program: _____

Expected Graduation Date: _____

Has this information changed since your last 1-20 was issued? _____

— If the information has changed, please ask your advisor to confirm the new information, below.

I understand that I may not work off campus without express authorization from the US Citizenship and Immigration Services. Work is limited to 20 hours per week when classes are in session. I further understand that severe penalties may result from violation of the F-1 regulations concerning work authorization.

Student Signature: _____ Date: _____

Section B. (To be completed by academic advisor)

Please confirm the student's major and expected graduation date, if there has been a change in program:

1. Please describe the curricular nature of this employment. It must be a required internship as stated in the catalogue, an internship associated with a course for which the student will earn credit, or a prearranged work/study agreement between the university and the employer.

2. How many hours per week will the student work? _____

Academic advisor name: _____ Phone: _____

E-mail: _____

Academic Advisor Signature: _____ Date: _____

This form must be returned to the student and submitted to: Hampton University
International Office Armstrong-Slater Building 757-728-6914