LIU Post
International Student Services

Curricular Practical Training (CPT) Application & Information

F-1 Employment Overview

USCIS regulations make some off-campus employment available to an F-1 student who has been lawfully enrolled on a full-time basis for at least one academic year. Such employment must be in the student's field of study and it must be an integral part of the curriculum or degree. This is considered to be Curricular Practical Training (CPT). CPT authorization is authorized for a specific employer, dates and job description. For any and all changes in dates and employment, students must reapply for new CPT authorization. Students must also reapply for CPT employment authorization each semester (even if there are no changes to my employment).

CPT is divided into two categories:

1. Required part of degree program: the program requires employment in the field of study to graduate;
2. Not required part of degree program: training program which is "credit bearing" and an integral part of the academic program (Please note that for "credit bearing" CPT, students must be enrolled during the semester that they are engaged in CPT, credits must count toward degree and/or appear on the student's transcript).

Part Time CPT vs. Full Time CPT

1. *Part time CPT*: employment for 20 hours or less per week is considered part time CPT. Though there is no limitation upon the length of time you may participate in part time CPT, you must be simultaneously enrolled full time in classes order to maintain lawful F-1 status.

2. *Full time CPT:* employment for more than 20 hours per week, is considered full time CPT. Please be aware that 12 months or more of full time CPT will cancel your eligibility for Optional Practical Training (OPT).

To be eligible for CPT:

To apply, USCIS and LIU Post requirements state that students must:
1. Have been lawfully enrolled on a full-time basis for at least one academic year;
2. Be in lawful F-1 status at the time of applying for CPT and;
3. Have a job offer

Curricular Practical Training (CPT)
Application Information

How do I apply for CPT?

STEP 1: Read and review CPT information on page one

STEP 2: Seek and receive an employment offer

STEP 3: Obtain an original offer letter from your employer on company letterhead. The letter must include the following:

- Student Name
- Employer's Company Name
- Company's complete address
- Exact CPT start date and CPT end date
- Exact Number of hours/weeks of work
- Brief description of the work

STEP 4: Complete CPT Application Form (page 3)

STEP 5: Bring CPT Recommendation Form (page 4) to your Advisor to complete. Reminder: Your Advisor must include a copy of the course description as it appears in the LIU Post Bulletin.

STEP 6: Once you have completed step 1 through 5, contact the ISS office to make an appointment to receive employment approval and a new I-20. *If you fail to bring all needed documents (including photocopies), your appointment will be cancelled and rescheduled*.

*You must submit all documents and receive approval at least two weeks prior to the start date of the internship.

What documents do I need for approval?

Please bring the following to your appointment:

- ☐ Completed CPT Application
- ☐ Completed CPT Recommendation Form & Course Description (completed by your Advisor)
- ☐ Original Employment Offer Letter
- ☐ Copy of official C.W. Post registration indicating CPT eligible course
- ☐ Copy of your current I-20 (first and third page only)

IMPORTANT INFORMATION

You must not begin employment prior to receiving employment authorization. Working off-campus without authorization is a very serious violation of your F-1 status, and it may result in deportation and denial of future immigration benefits. If you make a Designated School Official (DSO) aware that you have worked illegally, the government requires the DSO to report this to the US Citizenship and Immigration Services. Please be advised that you must always consult with the International Student Services (ISS) Office if you have any questions about your status. The ISS office is located in the lower level of the Post Hall. You can contact us at (516) 299-1451 or email iss@cwpost.liu.edu.

CPT Application Form
Student Application

Personal Information

Last/Family Name _____ First/Given Name _____

Email Address _____ Telephone Number _____

100_____ **N**_____
LIU Post ID # SEVIS #

Degree Level (BA, MA, Ph.D. etc.) _____ Major _____

When do you expect to graduate? _____

I have previously applied for CPT: ☐ No ☐ Yes (If yes please respond below)

- Previous CPT approval dates: _____
- This CPT was: ☐ Part Time ☐ Full Time

Employment Information

I am currently applying for: ☐ Part Time CPT ☐ Full Time CPT

Employer/Company Name _____ Supervisor Name _____

CPT Start Date _____ CPT End Date _____

Course Information

To be eligible for CPT you must register for a course. Please complete course information below.

Course Title for CPT _____ Course Number _____ # of Credits _____

I have read the information presented in the CPT information packet. I certify that the information presented by me in this application is correct and complete to the best of my knowledge. I understand if any of this information on this form is misrepresented, the ISS office will not be held responsible and any resulting violation of immigration regulations will be my sole responsibility.

_____
Student Signature Date

CPT Recommendation Form
Advisor Authorization

To be completed & signed by Academic Advisor, Department Chair, Dean or Career Counselor

Student Name _____ LIU Post ID# _____

Major _____ Degree _____

EMPLOYMENT INFORMATION:

Employer/Company Name _____ Job Title _____

In order for the student to qualify for CPT the student must: (1) receive credits in the course or (2) the work must be required for the degree. Please certify and check one of the following options:

☐ The employment is an integral part of the curriculum for (specify course) _____. The student must be registered in the university system as enrolled in course. This course must be related to the student's major, thesis or dissertation and must be an integral part of the student's academic program.

☐ The employment is a required part of the student's degree program and necessary for graduation. If this is not a credit-bearing course the student must still be registered in the university system as enrolled in course.

Course Information

Course Title for CPT _____ Course # _____ # of Credits _____

Below are criteria on which ISS determines CPT eligibility – please complete below:

Attach a course description or syllabus including course objectives	☐ Required	
Course listed above is an integral part of the students curriculum	☐Yes	☐ No
The student will receive course credit for CPT	☐Yes	☐ No
Employment is listed in the campus' course catalog	☐Yes	☐ No

Anticipated program completion date (mm/dd/yyyy) _____

I certify the above information is correct, that I reviewed the employment offer, and that the employment is directly related to the major area of study. I certify this is a legitimate internship in the student's major area of study and is not a means of gaining employment eligibility.

Advisor, Chair, Dean, Career Counselor Signature _____ Date _____

Print Name _____ Title _____ Phone _____

For questions of concerns, please contact the International Student Services Office at 516-299-1451.