

CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

Nonimmigrant F-1 students who have been in full-time student status for at least one academic year are eligible for Curricular Practical Training. Curricular Practical Training is (1) employment defined as an internship or practicum that is needed to fulfill requirements for a degree in a "particular course or curricular track", or (2) employment or an internship for which the student receives academic credit for a course that is an integral part of an established curriculum (course must be listed in the Bulletin). Curricular Practical Training may be either full-time or part-time. Those who engage in part-time Curricular Practical Training during the academic year must also be concurrently enrolled in coursework in order to maintain their F-1 status. There are no limitations on the length of time that Curricular Practical Training can be authorized, however, 12 or more months of full-time Curricular training will make the student ineligible for Optional Practical Training.

Documents needed:

1. A letter from your employer with a brief description of the employment, the beginning and ending dates of the employment and the name and address of your supervisor.
2. A letter from your Department Chair or Academic Adviser stating either (1) that the employment is required by all students for the degree, or (2) that you will be receiving academic credit for the Curricular Practical Training. If an internship is required for the degree, the letter must verify this, include a brief description of the work, give the name and address of the employer, the beginning and ending dates of the employment and your expected date of graduation. If you are receiving academic credit, the letter must include how many credit hours are to be awarded, the specific course numbers and titles of the course(s), the name and address of the employer, a brief description of your work, the beginning and ending dates of the employment and your expected date of graduation;
3. Your original Form I-20;
4. Proof that you've registered for the class in which you are to receive credit.

Procedure:

1. You should call Michelle at 529-5628 and set up an appointment. Please bring the employment/internship offer letter, the Department Chair/Adviser letter and Form I-20 to Michelle Apfeld in the Office of International Education, 216 MacMillan Hall. If everything is in order, she will then authorize Curricular Practical Training and issue a new SEVIS I-20 that shows your CPT on page 3.
2. You should take the Form I-20 to your employer and have them make a copy for their records; you keep the original. (The endorsed I-20 constitutes authorization for you to be employed while engaged in Curricular Practical Training and is not valid for any other employer.)

MEMORANDUM

From: Michelle Apfeld, Int'l Student & Scholar Adviser
To: Department or Academic Adviser
Re: Contents of the Letter of support for Curricular Practical Training

If you are writing a letter of support for an international student to be engaged in Curricular Practical Training, you need to verify the items listed below in the category that applies.

If the student is required by the Department to undertake employment or an internship to satisfy degree requirements, you need to verify the following:

1. that the employment/internship is required by the Department as part of a degree, in a particular course or curricular track and that it is related to the student's field of study;
2. the degree the student is seeking, the field of study, and the expected date of graduation;
3. the name and address of the student's employer, a brief description of the student's work, and the beginning and ending dates of the employment/internship.

If the student is to receive credit, you will need to verify the following:

1. that the student will be receiving credit, the total number of credit hours to be awarded, and the specific course numbers and titles of the course(s) for which the student will receive credit. Course must be listed in the University Bulletin/catalog.
2. the degree the student is seeking, the field of study, and the expected date of graduation;
3. the name and address of the student's employer, a brief description of the student's work, the beginning and ending dates of the employment, and that it is related to the student's field of study.

Any comments regarding the student's progress is welcome, but not required.

This letter should be addressed to Michelle J. Apfeld, Office of International Education. If you have questions, please contact Michelle at 529-5628 or apfeldmj@muohio.edu.

Thank you for your assistance.

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