CURRICULAR PRACTICAL TRAINING (CPT)

Instructions for Academic Departments & F-1 Students

TO ALL DEPARTMENT ADVISORS: Curricular Practical Training, CPT, is an immigration benefit that is available to international students in F-1 student status who are pursuing an undergraduate or graduate degree in the U.S. Once the F-1 student has declared a major he/she may participate in a training or internship program in order to earn additional credits or satisfy the requirements of the department’s curriculum. Undergraduate students must complete an academic year before they are permitted to engage in CPT. Graduate students may begin CPT at the start of their program.

U.S. Immigration regulations require that any paid or unpaid internship in which the F-1 student participates be directly related to his/her major and an “integral part” of the department’s established curriculum. The F-1 student must, therefore, provide the academic advisor with a written description of the internship or employment duties from the company.

Attached is a sample of the recommendation letter that departmental advisors can follow when certifying the F-1 student’s enrollment in their program and eligibility to engage in CPT. When making your recommendation, be sure to state clearly if the proposed internship is “essential” to the student’s course completion and how many credits, if any, will be awarded.

Academic advisors are strongly recommended to contact the ISO if they have any questions about the CPT eligibility requirements.

TO ALL F-1 STUDENTS: If you would like to engage in a paid or unpaid internship that is directly related to your major, we strongly recommend you visit the Career Development Services Office (www.hunter.cuny.edu/studentservices/cds) in room 805 Hunter East Building to learn about the available internship opportunities and the specific requirements. You can also request an appointment to speak with Ms. Paula Wicklow, Hunter College Internship Coordinator by speaking to a staff at the reception desk or emailing the CDS at career@hunter.cuny.edu. Once you have found an internship, you must contact the International Students Office to complete the process. Be sure to bring your current I-20, passport, CPT department recommendation and internship/employment offer letter. For your convenience, sample letters are being provided.
SAMPLE LETTER FOR DEPARTMENT/ADVISORS

Recommending Curricular Practical Training

Date: ______________

TO: International Students Office
    Hunter East, Room 1109

This is to certify that Mr. /Ms. ____________________ is an undergraduate/graduate student in the ________________ department, majoring in ____________________.

Mr./Ms. ____________________ has an opportunity to engage in part-time/full-time Curricular Practical Training (CPT) in order to gain more experience in his/her field of study. This training/internship is a requirement and essential to the student’s successful completion of the program. As part of the eligibility requirements, Mr./Ms. ____________________ has or will register in internship course ________________ for which _____ credit will be awarded.

If you have any questions regarding this student’s enrollment in our program, please contact me.

Sincerely,

____________________________
Authorized Department Signature
The Best Company, LLC
875 East River Ends Now Lane
New City, NY 1990-1105

SAMPLE OF EMPLOYMENT OFFER LETTER
For Curricular Practical Training (CPT)

Date: ______________

TO:   HC International Student Office
      Hunter East, Room 1109

As requested by the college, this letter is to inform you that The Best Company, LLC is offering an internship position/employment to Mr./Ms. _______________________. The internship/employment being offered begins on ________________ until ________________. Below is additional information about our company and the position.

**Company Name:** The Best Company LLC

**Location of employment:** 875 East River Ends Now Lane
New City, NY 1990-1105

**Number of hours per week:** 20

**Sample of Job Title/Position:** Inventory Coordinator

**Sample Job Description/Duties:** Student will assist in the recording..., using Excel and... will be responsible for...........

If you have any questions, please contact me.

Sincerely,

___________________________
Authorized Company Signature