



The City University of New York
International Students Office
Division of Student Affairs
Phone: (212) 772-4864

CURRICULAR PRACTICAL TRAINING (CPT)

**International students are authorized to engage in CPT under the immigration
Employment code 8 CFR214.2 (f)(10)(i)**

Instructions for International Students (F-1 visa holders)

An F-1 student may be authorized by the International Student Office (ISO) to participate in a curricular practical training program for which the student will be receiving credit toward an established curriculum or the employment may be an internship that is a requirement of the student's major department of study. Please remember that if you exceed your use of Curricular Practical Training for more than eleven months full time you risk becoming ineligible to apply for post completion Optional Practical training (OPT). It is your responsibility to keep track of the total number of months you use for CPT.

Process of Applying for CPT

To obtain permission for CPT, you must bring the following documents to the International Students Office staff:

- A Letter from the prospective employer which states *all 7* of the following information on the company's letterhead:**
 1. **Name of employer**
 2. **Address of employer**
 3. **Telephone number**
 4. **Beginning date (*month/day/year*) of the proposed employment &**
 5. **Ending date (*month/day/year*) of the proposed employment**
 6. **Brief work description**
 7. **Part-time or full time**
 8. **Employer's tax payer Identification number**
- A Letter from your major department indicating that you will receive credits for the training, that the training is a requirement and/or that the training is related to the major.**
- Hunter College SEVIS I-20**
- Come to Room 1109 Hunter East, with the above mentioned letters, to obtain work authorization based on Curricular Practical Training from the International Students staff.**

Employer Responsibilities When Hiring Foreign Workers: <http://www.socialsecurity.gov/employer/hiring.htm>

PLEASE REMEMBER: To be eligible for practical training, an undergraduate student must be in valid F-1 status for a minimum of nine months. An exception to the nine-month in-status requirement is provided for a student enrolled in graduate study which requires immediate participation in curricular practical training.

Students who have received one year or more of full-time curricular practical training will be ineligible for post-completion of studies Optional Practical Training.

If everything is in order, the I.S.A. will process your request for curricular practical training. Please allow at least one week for processing. **You must return to pick-up the approval (indicated on page 3 of your SEVIS I-20) in Room 1109 E.** The endorsed SEVIS I-20 is ***your legal authorization to work.***

To be completed by student:

Name of the company: _____

Beginning date of the proposed employment _____
(month) (day) (year)

Ending date of the proposed employment _____
(month) (day) (year)

How many hours a week will you be working? _____ hours

Have you done CPT before? Yes No

If you answer yes, please indicate the number of months that you have utilized so far _____

Websites to Search for Employment

<http://www.job-sites.com/>

<http://hotjobs.yahoo.com/>

<http://jobsearch.monster.com/>

<http://www.snagajob.com/>

<http://www.careerbuilder.com/>

Other Important Links

<http://www.ssa.gov/pubs/10096.html>

<http://www.ssa.gov/online/ss-5.pdf>