

## Curricular Practical Training

### Instructions for Academic Departments, Offices and F-1 Students

[8 Code of Federal Regulations \(CFR\) 214.2\(f\)\(10\)](#) and (f)(10)(i)

#### **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 United States. Once the F-1 student has declared a major, he/she may participate in a training or internship program to earn additional credits or satisfy the requirements of the department's curriculum.

U.S. Citizenship and Immigration Services (USCIS) regulations require that any paid or nonpaid 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 therefore, must provide the Major Department Advisor with a Job offer letter containing the written description of the internship or employment duties from the company.

The following pages contain sample letters. One letter that should be provided by the employer and the recommendation letter that the 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.

Departmental Advisors are strongly recommended to contact the staff of the International Students Office (ISO) if they have any questions about the eligibility requirements.

#### **To all F-1 Students:**

If you would like to engage in paid or nonpaid internship that is directly related to your major, we strongly recommend you visit the [Career Center](#) office in Room 805 East building to learn about the available internship opportunities and the specific requirements. You can also request an appointment to speak to one of the [Career Center](#) Counselors by emailing [career@hunter.cuny.edu](mailto:career@hunter.cuny.edu). Once you have found an internship, you must obtain a job offer letter along with the recommendation letter from your Major Department Advisor; contact the International Students Office to complete the process. Be sure to bring your current SEVIS I-20, Passport, CPT department Recommendation letter and the employment/internship offer letter. For your convenience, sample letters are provided. Feel free to submit this guideline to your prospective employer/internship person and to your Major Department Advisor.

You may work a total of 20 hours or less per week, during the spring and fall semesters. You may work more than 20 hours per week during summer vacation and winter break.

You may start working only after obtaining the work authorization for CPT from one of the International Student Advisors at Hunter College.

**Graduate Students** may engage in CPT in their first semester at Hunter.

**Undergraduate students** may engage in CPT after completing two semesters at Hunter College and have a declared major.

# Sample of Employment Offer Letter for Curricular Practical Training (CPT)

The Best Company, LLC

Date: \_\_\_\_\_

To: Hunter College – International Students Office, Room 1109 Hunter East

As requested by the college, this letter is to inform that The Best Company, LLC is offering an internship position/employment to Mr./Ms. \_\_\_\_\_. The Internship/employment being offered will begin on (mm/dd/year) until (mm/day/year). Below is additional information about our company and the position offered.

Company Name:	The Best Company, LLC
Location of Employment:	875 East River Ends Now Lane New City, NY 10990-1150
Employer Identification Number (EIN):	12-34567890
Number of hours per week:	20
Sample of job title/position:	Inventory Coordinator
Sample of job description/duties:	student will assist in the recording.....using excel and .... Will be responsible for.....

If you have any questions, please contact me (Insert your contact information)

Sincerely,

Signature of Supervisor

Name of supervisor

Title of the supervisor

**Note: The start date of employment must be at least two weeks in the future, if the student will need to apply for a social security card. Otherwise, it may be a week in the future.**

**Do not fill in the sample form and submit it. The letter must be typed, printed on the letterhead of the business and sign with a pen because e-signature or digital signature is not accepted, if the student needs to apply for a social security card.**

**You may copy and paste the information on this sample letter starting from either the name of the company or Date to Title of the supervisor and edit the information on a word software, print it on the letterhead of the office and sign it.**

## Department Stationery

### Sample Letter for Department/Advisors Recommending Curricular Practical Training (CPT)

Date: \_\_\_\_\_

To: International Students Office, Room 1109 Hunter East

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 an essential part to the student's successful completion of the program.

If you have any questions regarding this student's enrollment in our program, please contact me (Insert contact information).

Sincerely,

Your signature

Print Name

Title

**Note: Do not fill in the sample form and submit it.**

**You may copy and paste the information on this sample letter starting from Date to Title and edit the information on a Word software, print it on the letterhead of the department and sign it.**