



International Students Office
Division of Student Affairs
Phone: (212) 772-4864



CURRICULAR PRACTICAL TRAINING (CPT)
Instructions for Academic Departments & 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 U.S. 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. 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 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/student-services/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 to one of the Career Development Services (CDS) counselors by emailing 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 OF EMPLOYMENT OFFER LETTER
For Curricular Practical Training (CPT)

The Best Company, LLC

Date: _____

To: Hunter College - 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
Employer Identification Number:	12-34567890
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 (Insert contact information)

Sincerely,

Signature of supervisor

Print name &
Your title

Note: The start date of employment must be a week or two weeks in the future, if the student needs to apply for a social security card.

DEPARTMENT STATIONERY

**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(s) will be awarded.

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

Sincerely,

Signature

Print name

Title