

F-1 CPT Instructions

Introduction

Curricular practical training (CPT) is a type of off-campus work authorization for F-1 students during their academic program. As defined in the Code of Federal Regulations, CPT is “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school” [8 CFR§214.2(f)(10)(i)]. An F-1 student may be authorized by ISO to participate in a curricular practical training program that is an integral part of an established curriculum. CPT may be paid or unpaid.

Eligibility Requirements

All requirements listed below must be met before ISO may authorize CPT:

- CPT is only available before completion of the student’s degree program.
- The training is an integral part of an established curriculum. CPT may not be authorized for training that provides general employment experience in the student’s field of study. The training must be required for a student to complete a dissertation or otherwise complete the student’s program.
- The training is directly related to the student's major area of study.
- The student is in valid F-1 status and will maintain F-1 status during CPT.
- The student will continue to be enrolled for a full course of study during CPT.
- The student has an offer. See *Steps in Applying for CPT* below, item 4, for requirements of the offer letter.

Other Considerations

- A student who has received an aggregate of one year or more of full-time CPT (full time is more than 20 hours per week) becomes ineligible for OPT at the same educational level. Part-time CPT does not affect OPT eligibility.
- GSBS limits part-time activities to ≤25% effort of a 40-hour week (i.e., ≤10 hours per week).
- If the position is full-time and paid, the pay must be equal to or greater than the BCM stipend amount.
- A student may not start work before receiving the Form I-20 with CPT authorization and before the CPT Employment Start Date as shown on the Form I-20, whichever comes later. CPT start date may not be backdated.
- CPT authorization is issued on a term-by-term basis. Work must end on or before the CPT end date. If the CPT needs to be extended, the student must receive approval from GSBS and ISO at least 10 business days before the CPT end date.

Steps in Applying for CPT

1. Consult GSBS about a potential CPT experience.
2. Complete the F-1 CPT Form, *Student Section*, pages 2 and 3.
3. Seek approval of the curricular practical training experience from your major advisor. Ask your major advisor to complete the F-1 CPT Form, *Major Advisor Section*, pages 3 and 4. Work with your major advisor to determine the curricular justification for and the expectation during the CPT experience.
4. Seek approval of the CPT experience from the Program Director, HR-Student Benefits (full-time CPT only; contact ask-studentinsurance@bcm.edu), and GSBS. Ask them to complete the F-1 CPT Form, page 4.
5. Request CPT from ISO. Email all documents listed below to your ISO advisor. Please allow at least 10 business days for ISO processing. Once your request has been reviewed and approved, your ISO advisor will issue an I-20 with CPT authorization.
 - ☐ Completed and signed **F-1 CPT Form**. See pages 2-4.
 - ☐ **Passport biographical page**
 - ☐ **Most recent Form I-94**. To access your I-94, visit i94.cbp.dhs.gov.
 - ☐ **Offer letter** containing 1) your job title, 2) a brief job description, 3) the start and end dates of the employment, 4) the number of work hours per week, 5) the total pay, and 6) the specific address where your CPT activity will take place. The letter should be printed on official business letterhead.

F-1 CPT Form

STUDENT SECTION

Personal Information

_____ Passport Family Name	_____ Passport Given Name	_____ BCM ID	
_____ BCM Email Address	_____ U.S. Phone Number	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Home Phone
_____ Home Address During CPT	_____ City	_____ State	_____ Zip Code

CPT Information

_____ Employer or Institution Name	_____ Start Date	_____ End Date	_____ Hours Per Week
_____ CPT Activity Address	_____ City	_____ State	_____ Zip Code

CPT Type

Select one

- ☐ Paid. Specify total amount: \$_____.
- ☐ Unpaid

BCM Stipend

Select one

- ☐ I will continue receiving BCM stipend during CPT.
- ☐ I will not receive BCM stipend during my paid internship/CPT.

Health Insurance

Select one only if
full-time CPT (more
than 20
hours/week)

- ☐ I will maintain coverage by the BCM Student Health Insurance Plan during CPT. I will pay the monthly premium.
- ☐ I will maintain coverage by the BCM Student Health Insurance Plan during CPT. My major advisor will pay the monthly premium.
- ☐ I have requested a waiver of the BCM Student Health Insurance Plan.

Student's Curricular Justification

Attach more pages if needed.

- 1.State your dissertation topic. Explain the nature of your research and the planned area of focus of your dissertation.
- 2.Describe in detail what you will be learning during your CPT.
- 3.Explain how you plan to incorporate what you will be learning during your CPT into your dissertation.

Student Attestation

I hereby certify that the information provided on the F-1 CPT Form is true and complete. I also certify that I have sought advising from the BCM Student Benefits Team about health insurance coverage during my CPT. I agree to maintain continuous health insurance coverage during my CPT.

Student's Name (please print)

Signature

Date

MAJOR ADVISOR SECTION

The international student listed on the F-1 CPT Form, pages 1 and 2, wishes to apply for Curricular Practical Training (CPT), a type of off-campus work authorization. To be eligible for CPT, the employment must satisfy certain criteria as required by the Code of Federal Regulations 8 CFR§214.2(f)(10)(i). The major advisor, not the student, is required to complete this section. The International Services Office (ISO) will use the major advisor's response to determine if the employment qualifies for CPT and document the major advisor's response in compliance with immigration regulations.

Basis of Curricular Justification

Review all four options below. Select **one** (1) that most closely describes the student's CPT experience. Follow the numbered instructions and provide detailed justification on pages 3 and 4, under *Major Advisor's Curricular Justification*.

- ☐ **Option 1:** The BCM major advisor is participating in a research project with a co-collaborator at another institution. Due to the focus of the student's dissertation research, the major advisor determines that it will be more beneficial for the student to conduct research at another institution under the co-collaborator's advisement.
1. State the co-collaborator's name and institution.
 2. Describe the cooperative relationship between BCM and the research lab placement.
 3. Explain how the placement is an integral part of the student's program of study.
- ☐ **Option 2:** The student will gain an internship or externship experience that will be incorporated into the student's dissertation.
1. Describe what the student will be learning at the internship or externship site.
 2. Explain how the student plans to incorporate this experience into their dissertation.
 3. Explain how the student's research will benefit from this experience.
- ☐ **Option 3:** The student needs to learn a specific technique that is not available at BCM.
1. Describe what technique the student needs to learn and confirm it is not available at BCM.
 2. Explain how this experience will benefit the student's dissertation research or why this experience is required for the student to complete their program.
- ☐ **Option 4:** The student needs access to data only available at another institution to complete the dissertation.
1. State the name of the institution where the student needs data access.
 2. Explain how access to the data is an integral part of the student's program of study or dissertation research.

Major Advisor's Curricular Justification (cont'd on page 4)

Attach more pages if needed.

Major Advisor's Curricular Justification (cont'd)

Major Advisor's Expectation

Please provide expectation while the student is on CPT, i.e., lab meetings, program seminar, hours in lab per week, and coursework. If full-time CPT, please provide information on how the student will be graded for research credit with or without input from the CPT supervisor. Attach more pages if needed.

Major Advisor Attestation

I have reviewed the student's offer letter and the F-1 CPT Form. I certify that this curricular practical training experience is directly related to the student's major area of study. In addition, I understand that this information will be reported to the Department of Homeland Security as required by 8 CFR§214.2(f)(10)(i).

_____	_____	_____
Major Advisor's Name (please print)	Signature	Date

PROGRAM DIRECTOR APPROVAL

_____	_____	_____
Program Director's Name (please print)	Signature	Date

HR-STUDENT BENEFITS APPROVAL (FULL-TIME CPT ONLY)

_____	_____	_____
Representative's Name (please print)	Signature	Date

GSBS APPROVAL

Certificate of Eligibility: Student must be admitted to candidacy and must be in good academic standing.

_____	_____
Admission to Candidacy Date	Current Academic Standing

_____	_____
GSBS Dean's Signature	Date