

PURDUE

UNIVERSITY
CALUMET

Curricular Practical Training Certification

To the advisor signing this form:

The student listed below wishes to apply for Curricular Practical Training (CPT). CPT is authorization for employment that is an integral part of an established curriculum and is directly related to the student's major area of study. CPT is not meant to facilitate the creation of special employment opportunities for individual F-1 students. Therefore we ask that you complete the following information to help us determine whether the proposed program meets the immigration & Naturalization requirements for CPT employment authorization. If you have any questions, call us at 989-2257.

Student's Name _____ Student ID# _____

Major _____ Email Address _____

OPT Information

Company Name _____

Location (street address) _____

Job Title _____

Dates of the position (month/day/year) From: _____ To: _____

Please complete the following concerning the course for which the student will receive credit for this training:

-Is the course an integral part of an established curriculum in student's major field of study? ___yes___no

-Course Number _____ Course Title _____

-Number of credits that the student will receive : _____ During which semester _____

-Please provide course description and objectives of the course and explain why it is an integral part of the student's academic program (use the back of this form or a separate sheet of paper).

Check all of the following that apply:

___ Check here if this student's thesis research requires this employment

___ The Student's thesis involves innovative technology available only at this particular corporation or research facility.

___ This employment involves collecting data essential for completing the thesis.

When did/will the student complete all required coursework? (month/day/year) _____

When will the student complete all degree requirements? (month/day/year) _____
(This is not necessarily the graduation date; it could be the date the thesis will be deposited in the library)

Advisor's Signature _____ Date _____

Printed Name and Title _____ Phone Number _____

Curricular Practical Training Application

Eligibility

To be eligible for Curricular Practical Training (CPT), you must,

- Be an F-1 student
- Have completed an academic year (that is a fall and a spring semester). If your degree program requires employment authorization before you have met the academic year requirement, please see an ISS counselor.
- Have been full-time every fall and spring semester at Purdue University Calumet:
 - Undergraduates must complete 12 credit hours
 - Graduate students
 - With an assistantship the student must complete 6 credit hours
 - Without an assistantship the student must complete 9 credit hours

Definition

CPT is authorization to be employed in training off-campus “which is an integral part of an established curriculum and is directly related to the student’s major area of study.” You must be enrolled for a course that requires work experience.

Examples

Examples that meet the CPT definition include the undergraduate Co-op program, internships or practica offered through a department at Purdue University Calumet. Please check with your academic advisor to see if your department offers any of these possibilities.

Another example of CPT would be a graduate student engaging in research that is part of a thesis or dissertation. The research should involve innovative technology available only at particular corporation/research facility, or it should involve collecting data essential for completion of a thesis or dissertation.

Authorized by ISS

ISS authorizes CPT after verification that a student meets the eligibility requirements for CPT, has a job offer, and has enrolled in a class requiring employment. ISS gives the authorization on the I-20 Employment page; no Employment Authorization Document from the Immigration & Naturalization Service is required.

Requesting Changes after CPT Authorized

CPT is approved for a specific employer, place of employment and time period. You must request any changes two weeks before the new employer, place and/or time period may begin (completing new forms and obtaining new authorization).

Effect on Optional Practical Training (OPT)

Please note that F-1 students with 12 months or more of full-time CPT are not eligible for Optional Practical Training (OPT).

Application Procedures

In order to apply for CPT, *you must schedule an appointment with an ISS counselor*. Bring the following documents to your appointments:

- *Valid passport
- *Form I-20
- *Curricular Practical Training Certification form completed by Academic Advisor, Department Head, Dean, or Co-op Coordinator (for undergraduate students in the Co-op program)
- *Course description listed in course catalog
- *A job offer from your prospective employer which indicates in the body of the letter:
 - *If the position is full or part-time (specify the number of hours per week)
 - *The location (street address) of employment
 - *The beginning and ending dates of employment