

## Curricular Practical Training (CPT) at Regis University

Curricular Practical Training (CPT) is work authorization granted by the P/DSO as outlined by the United States Citizenship and Immigration Services (USCIS) regulations.

- CPT is temporary work authorization before you complete your degree
- CPT is defined as “directly related to the student’s major area of study” and “an integral part of an established curriculum”
- CPT can be part-time work (20 hours per week or less), or full-time work (more than 20 hours per week).
- CPT will only be authorized for one semester at a time
- If you work 12 months or more of full-time CPT, then you will not be eligible for OPT

You must be approved for CPT work authorization before you begin working, and you must have the I-20 with the CPT approval on it before you begin working. To be eligible for CPT, you must meet all of the following requirements:

- Must be in valid F-1 status
- Must have completed two full-time semesters of study at Regis University
- Must be in good standing with your academic program
- Must be registered full-time for the semester that you are requesting CPT or registered full-time for the upcoming semester if you are requesting CPT during your semester break
- Must have a job offer letter, on company letterhead, with a detailed job description from an employer
- Must have approval from your academic advisor that the work is directly related to your major area of study and is an integral part of the curriculum of your degree
- Must complete the required information on this form before your CPT can be approved by the P/DSO

If you wish to continue working after your current CPT authorization expires, then you must complete this form again. Your GPA and academic standing will be checked to ensure that you are continuing to maintain F-1 status and academic progress. You cannot work after the CPT end date on your I-20 until you receive a new I-20 with authorized CPT dates. Please plan ahead if you do not want a gap in your employment!

What you need to do to apply for CPT:

1. Contact the P/DSO to be sure that you are eligible for CPT
2. Complete section 1 of this form
3. Find an employer who wants to hire you
4. Obtain a job offer letter with a detailed job description. Have your prospective employer complete section 2 of this form
5. Take the job offer letter with the job description to your academic advisor. Have your advisor complete section 3 of this form
6. Contact the P/DSO to setup an appointment to have the CPT authorized. You must bring this completed form and the job offer letter from your employer
7. You can begin working after you receive the CPT I-20 from the P/DSO

***I understand the eligibility and requirements of CPT. I understand that I cannot work until I receive my I-20 with the CPT authorization on it. If I fail to make academic progress while working on CPT, my CPT will not be renewed for at least one semester. I understand that I must only work for the part-time or full-time hours that I have been authorized for on my I-20. If my employer wants me to continue working after the CPT end date on my I-20, then I must apply again for CPT before the CPT end date on my I-20. Failure to follow these guidelines will result in the termination of my I-20.***

Signature

Date

**CPT Application Form**

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**Section 1: Student's Information**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Degree Major

\_\_\_\_\_  
Phone Number

Do you have a social security number? Yes \_\_\_\_ No \_\_\_\_ *\*If no, please get instructions from the P/DSO about applying for a SSN\**

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**Section 2: Employer's Information**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Working Hours per Week

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

*\*Please provide a job offer letter with a detailed job description, including start and end dates of employment, on company letterhead*

*\*Please note that student cannot start working until he/she receives the I-20 with CPT authorization on it*

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**Section 3: Academic Information**

\_\_\_\_\_  
Academic Advisor's Name

\_\_\_\_\_  
Degree Major

Is the job offer "directly related to the student's major area of study" and "an integral part of an established curriculum"?

Yes \_\_\_\_ No \_\_\_\_ *\*If yes, briefly explain the job's relevance to the student's major* \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date