Application for Employment Authorization

Curricular Practical Training (CPT)

Part-time CPT: Employment for 20 hours or less per week is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status. In the future without notice, USCIS may re-interpret the regulations and count two months of part-time CPT as one month of full-time CPT, which could adversely impact your full year of OPT.

Full-time CPT: Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training.

Office of International Student Services
St. Francis College
180 Remsen Street
Brooklyn Heights, NY 11201
(718) 489-3486

In order to apply for CPT, you must have been in status and enrolled on a full time basis for the past nine months.
The USCIS defines Curricular Practical Training (CPT) as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application. There is not application fee for CPT. The application is approved by the Office of International Student Services.

There are two types of CPT:

1. **Required part of program** – the program requires employment in the field of study to graduate;
2. **Non-required part of program** – the practical experience is for credit and directly related to your field of study. You must be enrolled for the course while engaging in this type of CPT.

**STUDENT ELIGIBILITY REQUIREMENTS**

To apply, USCIS requirements state that you must have been lawfully enrolled on a full-time basis for at least two consecutive terms; be in lawful F-1 status at the time of applying for CPT; and have a job offer.

**PROCEDURES FOR APPLICATION**

Contact Yulia Zhiglova at (718) 489-3486 to schedule an appointment, in advance. At your scheduled appointment, you must bring the following:

A copy of your course registration showing the internship course you are taking in the semester you are applying for CPT. If you are not registered for the course, your application for CPT will not be approved. You are required to be registered for the course during the entire term and complete it at the end of the term.

- The completed "Supervising Department Chair Recommendation for CPT";
- A copy of the job offer letter you obtained from the employer. The job offer letter must contain the following information:
  - The student's name;
  - The company's name;
  - A statement of the job offer;
  - The number of hours to be worked [or full or part-time specified];
  - The beginning and end dates of the employment;
  - The letter must be on the company’s letterhead.

Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for that semester and also register for the appropriate course for that term.

If you do not have a Social Security number, please let us know and we will provide you with documentation to take to the Social Security Administration office on Fulton Street.

When you begin to work, your employer will require you to complete a Form I-9 which requires you to document your work authorization. Your SEVIS I-20 with CPT authorization on page 3 is proof of approval to work. Your passport can be used as proof of identity.

Unless you qualify under a tax treaty between the United States and your home government, money earned as an F-1 student will be subject to federal, state, and local taxes. Employers are required by law to withhold those taxes from your paycheck. By April 15 of each year, you must file a federal income tax return and a Form 8843, “Statement of Exempt Individuals.” You are required to file out the 8843 form whether you owe taxes or not.
Supervising Department Chair Recommendation for CPT

Curricular Practical Training (CPT) employment which is an integral part of an established curriculum is available to F-1 students who have been lawfully enrolled on a full-time basis for at least two consecutive terms. To be considered CPT, the work must not only be related to the major field of study, but also be an integral part of the curriculum. CPT is not meant to be a convenient employment opportunity for international students. **CPT must have a valid purpose in the student’s program of study.**

There are two types of Curricular Practical Training:
- Required part of program (the program requires employment in the field of study to graduate) or
- Non-required part of program (training opportunity which is “credit bearing” and an integral part of the academic program).

Please note that for “credit bearing” CPT, students must be enrolled during the semester that they are engaged in CPT. Very few programs at St. Francis College require employment in the field of study to graduate, but the non-required CPT may be an excellent way to meet the student’s need for practical experience.

TO BE COMPLETED BY SUPERVISING DEPARTMENT CHAIR – NOT THE STUDENT

Student’s Name: _________________________________________________________________
SFC Id Number: _________________________________________________________________
Degree Program: Major: ________________________ Concentration: ___________________________
Numbers of credits remaining to graduate: __________
Anticipated Program Completion Date: ______________ Number of credits for CPT: __________
Course Designation (#) for CPT: ___________________
CPT is not meant to be a convenient employment opportunity. CPT must have a valid educational purpose in the student’s program of study.

________________________________________________
Signature of Supervising Department Chair

________________________________________________
Name of Supervising Department Chair

________________________________________________
Campus Telephone Number

________________________________________________
Department