

Curricular Practical Training Cover Sheet

Please complete this page and hand it in with your other CPT materials. Keep page one for your reference.

Today's Date: _____ FDU ID: _____

Name: _____

Tel. #: _____ Email: _____

Major: _____

_____ Check if you do **not** have a **social security number** and need an employment letter from International Student Services.

Please *sign below* to certify that you have **read** all the information in this packet and **understand** the F-1 regulations regarding CPT.

Signature: _____ Date: _____

✓ CPT APPLICATION CHECKLIST

- Hire letter from employer (see require details page 2 and sample page 3)
- Employer Internship for Credit Acknowledgement Form (page 4)
 - Top section completed by employer
 - Bottom section completed by a Career Development Advisor
- Faculty Mentor Recommendation for CPT Form from the faculty mentor (see page 5)
- Copy of Experiential learning contract, Work/Internship/CPT experience course syllabus, Independent Study proposal, or Practicum syllabus
- CPT Cover Sheet
- Submit all documents to ISS Mondays, Wednesdays, Fridays 2:00pm – 5:00pm. ISS requires a 3-5 business day processing time.**

What is Curricular Practical Training (CPT)?

CPT is an off-campus paid or unpaid work experience or training available to eligible F-1 students when it is an integral part of an established curriculum or if the student receives credit for the training/work experience.

Who is eligible to apply for CPT?

Students maintaining F-1 status who have completed **One Academic Year of Full-Time Study** by the requested start date of the work/training experience are eligible to apply for CPT.

Can I do part-time or full -time CPT?

A student may engage in CPT part-time (20 hours or less per week) or full- time (21 hours or more per week). **If you engage in 12 months or more of full-time CPT, you will be ineligible for Optional Practical Training.** Part-time CPT does not affect OPT.

Do I need to apply for CPT if my opportunity is unpaid?

CPT is any paid or unpaid work/training experience. All off-campus work or training must receive CPT authorization from an ISS advisor prior to beginning the experience.

STEPS TO APPLY FOR CPT:

1. An offer of work/training experience on company letterhead stating: (See page 3)
 - Your name
 - The number of hours to be worked per week
 - The address of your employer and the office location where you will be located (Note: Your job site address may be different from your actual employer address)
 - The start and end date of work /training experience (must match the dates listed in the Faculty Mentor Recommendation for CPT Form)
 - If applicable - the salary/hourly wage/compensation being offered
 - A general description of your duties/responsibilities
 - Your hire letter must include an EIN (Employer Identification Number)
2. CPT **Work Experience Agreement Form** (see page 4)
 - Completed by the company supervisor or hiring department
 - Signature from the Career Development Center (CDC) – *Students must visit the CDC with their hire letter. CDC will vet the company for approval. (5-7 business days for CDC to vet the company)*
3. Visit academic department to meet with a supervising Faculty mentor – must bring hire letter and the Employer Internship for Credit Acknowledgment form for Faculty mentor review.
4. Obtain Faculty Mentor Recommendation for CPT Form (see page 5)
5. Complete Registration for Independent Study course, Experiential Learning course, work/internship/CPT experience course, or practicum
6. Complete CPT cover sheet (page 1)
7. Submit all documents to ISS

Where will I find my CPT authorization?

A new I-20 will be issued with CPT authorization found on page two. **Until you have this new CPT I-20, your CANNOT begin working.**

Some IMPORTANT things to consider:

- **Unauthorized employment is considered a violation of F-1 status and will result in a termination of your immigration record.**
- As always, an F-1 student must be registered full time in Fall and Spring semesters.
- CPT eligibility and policies are determined by your academic department. The duration of CPT is determined by your program chair or supervising professor as related to the course objective.
- Summer CPT should be initiated well in advance due to limited availability of supervising professors.
- **ISS will process the paperwork, create a new I-20 for you, and call you to sign it. Please allow 3 to 5 business days for processing by ISS. Start date on your hire letter and all documents must be 5 to 7 business days from the date your CPT packet is submitted to ISS.**

SAMPLE EMPLOYER OFFER LETTER

Company Letterhead
Address / Contact Information/Website

Letter Date

Student Name
Student Mailing Address

Dear Student Name:

On behalf of **Company Name**, EIN #, I am pleased to offer you an Intern position with our organization. The job details are as outlined below:

Job Title: Specific Intern Title
Supervising Manager: Name, Job Title, email address and phone number
Hours: Full or Part time and hours, or range (for example, 20-25 hours weekly)

You will initially experience a training period, then will be transferred to a project upon demonstrating appropriate skills. We anticipate the following schedule (*if applicable in cases of set training period or movement to a client or other location during the duration of the internship*):

Details	Training	Project Assignment
Start Date	02/15/20XX	04/11/20XX
End Date	04/08/20XX	05/13/20XX
Pay	Unpaid	\$20.00 / hour
Location	Company Name 123 Main Street St, Hometown, NJ 07666	Client Name 987 Corporate Way Big City, NY 10002

You will be primarily working on (specify company assignment vs. client projects, etc).

Your main job responsibilities include: (provide specific technical details, such as: those below)

- During the first six weeks, participating in classroom and self-paced training in our office covering
- Installing, troubleshooting, configuring of **Cisco ASR 1K, 7200vrx, 3900, 3800, 2900, 2800** series routers and **Cisco Catalyst 6500, 4500, 3850T, 3750, 2950** and **3500XL** series switches.
- Working on networking concepts like **TCP/IP, Routing and Switching** Implementation of server and Client side validations using ASP.NET validation controls.
- Monitoring network traffic, Network performance using diagnostic tools like **Snort, Ping Tools and Wireshark.**
- Configuring **Client-to-Site VPN using SSL Client on Cisco ASA 5520, 5510, 5505**

While the Company will make every effort to train you and assign you to a project as outlined, these dates are subject to change based on your skills and Company need. It is understood that the nature of this assignment is temporary and short term and you will not be eligible for benefits during this time. You understand and agree that your employment with Company is at-will and your employment can terminate, with or without cause, and with or without notice, at any time, at your option or the Company's. Please feel free to contact us for any further questions at 201-987-6543 or email at hr@company.com

Sincerely,
Supervisor or HR staff
Job title

