# 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	s Date: FDU ID:
Name:	
	Email:
Major:	
	eck if you do <u>not</u> have a <b>social security number</b> and need an ent letter from International Student Services.
	ign below to certify that you have <b>read</b> all the information in this and <b>understand</b> the F-1 regulations regarding CPT.
Signatur	e: Date:
✓ CPT	APPLICATION CHECKLIST
	Hire letter from employer (see require details page 2 and sample page 3)
	<ul> <li>Employer Internship for Credit Acknowledgement Form (page 4)</li> <li>Top section completed by employer</li> <li>Bottom section completed by a Career Development Advisor</li> </ul>
	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
 Client Name

123 Main Street St, 987 Corporate Way Hometown, NJ 07666 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, 7200vxr, 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

# EMPLOYER INTERNSHIP FOR ACADEMIC CREDIT ACKNOWLEDGEMENT FORM

Information to be con	npleted by work e	xperience supervisor/employer:
Student's Name:		FDU ID
	Last Name	First Name
Must be completed by in	ternship supervisor/	'employer:
Company Name:		
Student Position Title:		
Supervisor's Name:	Load Name	First Name
	Last Name	First Name
Employers as stated on the F	FDU Office of Career Decreption	ds outlined by the National Association of Colleges and evelopment webpage: <a href="http://view2.fdu.edu/florham-ps/">http://view2.fdu.edu/florham-ps/</a> as well as Homeland Security regulations for
above. I understand that a F	airleigh Dickinson Unive	the details of this position for the internship period described ersity representative may contact the supervisor or specified tter/ agreement prior to approval of the internship.
the Career Development office employment. If an issue aris prior to the end date stated a	ce if there are any seriou es where the student is bove, I will contact the C any extensions to the int	rms that the student provides, and will notify the student and us performance issues that may impact continued terminated from the position or must discontinue working Career Development office at 201.692.2193 within three ernship that is based on the curricular experience must be
Supervisor's Signature:		Date
Career Development	Center	
Student must provide this for a Development Advisor for a	•	e section above, as well as the hire letter to a Career
		e supervisor or specified person at the work site to prior to the approval of the work experience. (5-10 days
Career Development Advis	sor name:	
Career Development Advis	sor Signature and date	e:

## **FACULTY MENTOR RECOMMENDATION FOR CPT**

Student's Name:			ID #:	
	Last Name	First Name		
Advisor/Faculty Mentor	Name/ Title			
aculty Phone	Fact	ulty FDU Mail:		
have reviewed the job Credit/CPT as follows:	description for the above	student and appi	oved the position fo	or Internship for
Company Name:				
Student Position Title:				
	training experience is inte is, independent study prop			
agree to supervise this	Internship From	Т	- O	
agree to supervise this	Internship FromSta	T art Date*	o End Date*	<del>,</del>
	Internship From Sta I to register for Course Co			
The student is approved	I to register for Course Co	de:	Semester	Credits
Γhe student is approved		de:	Semester	Credits
The student is approved ————  have provided the stud	I to register for Course Co	de:	Semester	Credits
The student is approved ————  have provided the stud	I to register for Course Co lent with a syllabus/learnir Signature:	de:	Semesteris course (initial)	Credits
The student is approved have provided the stud	l to register for Course Co lent with a syllabus/learnir Signature:	ng contract for the	Semesteris course (initial) Date e year to the end of	Credits
The student is approved have provided the student have been been also been been also been been been been been been been bee	I to register for Course Co lent with a syllabus/learnir Signature:	first day of the	Semesteris course (initial)Date e year to the end of nester) ng ends to the day	Credits

Please note - Start and end dates of the experience are determined by the academic department chair or faculty mentor. If the faculty mentor or department chair deems it necessary for the dates the experience to be outside the dates listed above the faculty mentor must understand supervision of the experience must continue for the set dates. In addition, the final grade cannot be submitted for the course until the objectives have been met and the dates have been completed. Extended dates may be considered based on the goals or objectives of the course as related to the experience.