

# Curricular Practical Training (CPT) Application

## Gwynedd Mercy University

Curricular Practical Training (CPT) allows students on an F-1 visa to participate in internships or other off-campus work. The work experience **must** be required by your degree program, or for a course for which you will receive credit (such as an independent study, co-op course, or something equivalent).

**Who is eligible?** Undergraduate students must complete one year (two semesters) of full-time studies before they can apply for CPT. Graduate students can be authorized immediately if the work is required by their program as published in the program description or course catalog.

**How much can I work?** CPT can be part-time (Up to 20 hours per week) or full-time (Anything more than 20 hours up to 40 hours per week).

Note: If a student uses more than 364 days of full-time CPT authorization, s/he will not be eligible for Optional Practical Training (OPT) after graduation. Part-time CPT does not affect OPT.

**Who approves my request? How long will it take?** CPT requests are authorized by the International Student Learning office. Please allow 3 business days for processing. When your request is approved, we will issue you a new I-20 with your work authorization on page 3.

**Do not begin working until you have your updated I-20; otherwise you will be out of status. Please let your employer know about processing times when you discuss a starting date for your employment.**

**How long does my authorization last?** Students in the graduate nursing program will be authorized for one year; all others are approved for one semester. If your authorization expires and you wish to continue working, you must update and again submit this form.

### **What do I need to do to apply?**

- Be enrolled full-time and maintaining your F-1 status. You must take a normal, full-time course load each semester you are authorized for CPT in order to maintain lawful F-1 status.
- An offer of employment *on company letterhead* which states:
  - Your name
  - The number of hours you will work per week.
  - The full address of the office location where you will be working
  - The exact start and end dates of your employment
  - A general description of your duties/responsibilities

- Fill out the attached form; have your advisor fill out Section B.
- Bring the form to International Student Learning office. It takes up to three business days to process a request for CPT.

**What does my employer need?** In order to show proof of employment eligibility, take your I-20, passport, and I-94 card. Your work authorization will be on the back of your I-20, showing permission to work either part- or full-time. These documents will allow your employer to complete an I-9 form, something all U.S. workers must have.

**It is very important that you only work for the hours you are authorized. You are ultimately responsible for ensuring that you maintain legal status and update ISL if anything changes, such as your address, major, or course load.**

Questions? Contact Lora Steiner (isl@gmercyu.edu, 215-641-5584)

*Please save the first two pages of this document for your own records. Submit the third page to:*

*Office of International Student Learning  
Student Services, Griffin Complex  
Gwynedd Mercy University  
1325 Sumneytown Pike, Gwynedd Valley, PA 19437  
isl@gmercyu.edu*

# Academic advisor's recommendation form Curricular Practical Training

This form gives the International Student Learning office the necessary information to approve "Curricular Practical Training" (CPT) for international students on an F-1 visa. Students should fill out section A, and advisors must fill out section B.

## A. STUDENT INFORMATION:

Name: \_\_\_\_\_

Major Field: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you do not have a *social security number*, be sure to bring your hire letter with you to the Social Security Office. Make sure the letter includes the Employer Identification Number [EIN].

**B. CURRICULAR CREDIT FOR THE INTERNSHIP:** In order for the student to qualify for (CPT), the student **MUST** either get credit in a course (such as an internship course or an independent study) or the work **MUST** be required for the degree. An academic advisor must certify and check one of the following:

\_\_\_\_\_ **The student will earn credit in a course.** (The course must be taken EITHER concurrently or in the semester immediately following the internship.)

Course Title & Number: \_\_\_\_\_

Semester student will take course: \_\_\_\_\_

\_\_\_\_\_ **The work is required for the student's degree program.** (This must be a published requirement for the degree, listed online or in GMercyU's catalog, etc.)

Degree level and field: \_\_\_\_\_

As the student's academic adviser, by signing this form, you are certifying that this employment **IS REQUIRED FOR THE ACADEMIC CREDIT** in the way detailed above. This is a legal requirement of "Curricular Practical Training" work authorization.

Signature: \_\_\_\_\_

Print name and title: \_\_\_\_\_

Date \_\_\_\_\_