



CPT Request Form

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a benefit granted to F-1 students allowing them to engage in off-campus internships that are an integral part of the student's degree plan prior to program completion.

CPT must be an integral part of a degree program for which work authorization is provided. It allows students to gain practical experience in their field of work while they are still taking classes in their degree program.

CPT should not be used for employment purposes.

***IMPORTANT:** You may engage in CPT only if you have already received written approval on your I-20 from an ISO advisor. Any off-campus training undertaken prior to receiving written authorization or beyond the authorized dates violates F-1 immigration regulations and can lead to termination of your F-1 student status.

ELIGIBILITY

1. You must have been enrolled consecutively for the equivalent of one academic year in an immigration status as an active full-time student. An academic year at TCU is defined as 2 semesters, not counting the summer term. *Graduate students in programs that require an internship within the first year should see an ISO advisor about a possible exception. Students who have been enrolled full-time at a U.S. college/university in another status immediately before changing status to F-1 should consult with an ISO advisor regarding eligibility.*
2. You must be in valid F-1 status.
3. You must have completed at least 1 full academic semester at TCU at your current degree level before you are eligible to apply for CPT. This includes transfer or change of level students.
4. You must have an offer letter in hand before applying for CPT.

IMPORTANT: Part time CPT is considered 20 hours or less per week. Students are eligible for part-time CPT during required semesters. Part time CPT does not have any effect on Post-completion OPT eligibility. Full-time CPT is more than 20 hours per week and can only be authorized during official school breaks. **Engaging in 12 months or more of full-time CPT will result in loss of OPT eligibility.**

Once you have determined you are eligible to apply for CPT, please email the completed forms to internationalservices@tcu.edu and be sure to attach the following documents:

1. **CPT Application Form (must be completed in its entirety and signed by all parties)**
2. **Copy of the biographical page of your Passport**
3. **Copy of your [I-94](#)**



TO BE COMPLETED BY THE STUDENT

TCU ID: _____

SEVIS ID: N_____

Student Name: _____
Last (Family Name) First Name Middle Name

Program Level: Undergraduate Masters Doctorate Other

Term: Fall 20__ Spring 20__ Summer 20__

Student Physical U.S. Address:

Street Address

Street Address (line 2)

City State Zip Code

Student U.S. Phone Number: _____ - _____ - _____

___ I understand that I have to present the completed CPT form to the office of the International Services Office prior to engaging in any type of employment, or training for the employment in question. I also understand that I have to be enrolled in a class or an academic degree requiring the CPT before applying for it, and that I am limited to a maximum workload of 20 hours a week during the spring and fall semesters. I am aware that engaging in employment, or training for employment prior to obtaining the CPT authorization, or going over my hourly workload limit will result in termination of F-1 immigration status.

Student Signature

Date



Employer CPT Offer Form

TO BE COMPLETED BY THE EMPLOYER

Note: If the employer will not be completing this section, the signed offer letter must be on company letterhead and contain all the information requested below.

Company Name:

Company Address:

Street Address

Street Address (line 2)

City

State

Zip Code

Student CPT Title:

Detailed Description on the Student's CPT Duties:

Number of Training Hours Per Week:

Exact Dates of Training (Dates must be within TCU Semester Dates):

From:

To:

Address where the CPT will take place:

Street Address

Street Address (line 2)

City

State

Zip Code

Supervisor Name:

Employer Representative Signature:

Date:



Department CPT Support Form

TO BE COMPLETED BY THE ACADEMIC DEPARTMENT

Note: This may ONLY be signed by the student’s Academic Advisor or TCU Staff member appointed in conjunction with the Department to seek out, obtain and develop career opportunities for the student. The signature confirms understanding and agreement with the rules governing Curricular Practical Training.

Course Name: _____ Course Number: _____ Course Credit: _____

Program Level: Undergraduate Masters Doctorate Other

Term: Fall 20__ Spring 20__ Summer 20__

Brief description of the student’s degree program and how the proposed training is directly related to the student’s academic program:

Explanation of how the proposed training is an integral part of the student’s curriculum of study:

Estimated date of graduation:

___ I confirm that the student is making normal progress towards their degree completion and the proposed training will not interfere with continued satisfactory progress by the expected graduation date.

___ I have reviewed the student’s request for internship and the employer offer of this CPT form.

___ I confirm the training dates requested fall within the TCU academic calendar/internship course dates. **If outside of the TCU semester dates, I confirm that this internship is required for all students in the degree program.**

Academic Advisor/Staff Name (Please Print):

Academic Signature

Date