

F-1 Curricular Practical Training (CPT) Instructions

Greetings,

Please review and follow the instructions below. After reviewing the instructions if there are any questions, please contact DSO at DSO@usuniversity.edu or by phone at 619-876-4250.

- Be sure that you read all the guidance outlined within this application.
- On page 4 be sure that you mark what type of application you are filing (an initial or extension).
- Be sure that you answer all questions in the application and your answers are legible.
- Be sure that you use the Curricular Practical Training Verification Letter Template's exact verbiage when getting the letter from your company. The letter must be on company letterhead and use the exact verbiage from the template. The letter must be signed by either your supervisor or a signatory official of the company.
- Be sure that you collect an official job description. You can work with your supervisor or contact HR to get the official job description.
- Your supervisor or a signatory official of the company must complete page 9 of the application.
- ALL documents must be signed by hand. Electronic signatures may be accepted through an acceptable platform: e.g., DocuSign, Adobe Sign (typed signatures are not accepted).
- Once you have completed the application and gathered all required materials email them to DSO@usuniversity.edu.

F-1 Curricular Practical Training (CPT) Guidance

Curricular Practical Training Overview

Curricular Practical Training (CPT) is defined 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.” Source: 8 CFR 214.2(f)(10)(i). CPT is work authorization (paid or non-paid) for employment that is either required by a student’s curriculum or for a credit-bearing course. Students are reminded that CPT authorizations are approved for those practical training opportunities that are directly aligned with the student’s major field of study. CPT is not used for sustaining employment in the United States and those abusing CPT opportunities face serious consequences up to loss of F-1 visa status.

Full-Time versus Part-Time CPT

CPT may be granted on either a full-time or part-time basis. Immigration law defines part-time as 20 or less hours per week while full-time is defined as 21 or more hours a week. If a student qualifies for CPT, they may use up to 12 months of full-time CPT. However, a student should be aware that if they work full-time for more than 12 months CPT, they may be disqualified for OPT. There have been instances where OPT has been denied by USCIS even if a student does not complete more than 12 months of CPT. Part-time CPT will not affect OPT eligibility.

Types of CPT

Two common types of CPT offered by an institution include Degree Requirement CPT and Course Credit CPT. Degree Requirement CPT is authorized when an internship or practicum is a requirement of a degree program. (i.e., all students in the program must complete an internship or practicum to obtain the degree).

United States University offers Degree Requirement Non-Course Credit CPT for international students enrolled in the Master of Business Administration and Doctor of Business Administration degree within the College of Business and Technology for at least one semester (two consecutive 8-week sessions). The *Professional Symposium* courses provide students practical learning experience and application for qualified graduate students. The objective of the course is to provide hands-on and practical work experience that intersects the theory and practice of the learning objectives of the MBA and DBA programs that will give students a competitive advantage when they graduate. To successfully pass the course, students must be employed at least part-time but may be employed full-time and complete any additional academic course assignments, projects, journals, etc.

Eligibility Requirements and Application Process for CPT

The DBA and MBA program require students to complete an internship during their first semester of study with USU and may be extended thereafter. The university may make an exception to accept a nonimmigrant student with an F-1 visa without CPT at the time of admission. The student may be eligible to enroll into the professional symposium course after completing at least one full semester of coursework in the program, maintain a 3.0 GPA, maintained their F-1 status, and have been offered a part-time or full-time internship with an organization in a position that directly aligns with their major field of study after acceptance. F-1 graduate students interested in professional symposium course should apply at least three (3) weeks prior to a term start date but no later than the deadline given. Students not meeting this deadline are not guaranteed that their application will be processed by the term start and may be subject to deferring their internship/CPT opportunity until the next available semester.

Note that under SEVP and USCIS the one full academic year requirement may be waived under 8 CFR 214.2 (f)(10)(i)

for students enrolled in graduate studies that require immediate participation in CPT like USU's MBA and DBA programs.

CPT – Determining Alignment with Major Field of Study

DSOs can authorize CPT for an activity that is integral to your established curriculum (Degree Requirement CPT). However, an additional requirement for all CPT applicants regardless of type is to ensure that the employment opportunity is directly aligned with your major field of study. As a result, to be considered for CPT authorization students must submit along with a completed *Curricular Practical Training Application* a letter from the employer on company letterhead and an official job description providing exhaustive duties for the employment opportunity. The DSO will use these documents and the F-1 student statements provided in the application to discern whether a direct alignment exists and if CPT may be authorized. Students should be aware that additional documentation may be requested if the documents provided are not sufficient enough for the DSO to discern if an alignment exists. Also, the DSO has the authority to deny all applications for CPT where the employment opportunity is not aligned directly with a F-1 student's major field of study. Questions regarding individual opportunities for CPT should be directed to the Designated School Official, by emailing DSO@usuniversity.edu or by phone 619-876-4250.

Do I need to pay U.S. taxes on income made during CPT?

Nonimmigrant students who have been in the U.S. for five years or less may be exempt from social security taxes. You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax code. Students in an F-1 status are subjected to all other taxes that may apply, including federal, state, and local taxes. It is highly recommended that students who earn an income while studying in the United States speak to a tax accountant for more tax information and requirements for F-1 students. Students can refer to the International Student Handbook and the U.S. Department of Homeland Security Study in the States for more resources and information. <https://studyinthestates.dhs.gov/students/work/working-in-the-united-states>

What proof of employment authorization will my employer require?

Your employer will require the following documents:

- Current Form I-20 with CPT authorization and dates
- Current Passport
- Most recent I-94 Information
- Social Security Card/Individual Taxpayer Identification Number*

*A Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is issued to track earnings over a worker's lifetime. Students holding F-1 status who are employed in the U.S. must apply for an SSN/ITIN. F-1 students authorized for CPT apply for a SSN in person at a local Social Security Administration office, no earlier than 30 days before your scheduled employment start date. Be sure to bring the items listed below with you when applying for a social security card. Refer to the International Student Handbook for more information and resources.

- Form I-20 (updated and endorsed for practical training)
- Current Passport
- I-94 card (a printout of your electronic I-94 information)
- Application for Social Security Card
- The employment offer letter (with employment start date)

F-1 Student Curricular Practical Training Application

CPT Request Type: New Authorization/Extension	
F-1 Student Information	
First Name	
Last Name	
Student ID	
Current U.S. Residential Address	
City	
State	
Zip code	
U.S Phone Number	
<p>Have you maintained F-1 status and completed one semester of graduate level coursework at full- time?</p> <p><i>(Skip if extending or started with USU with CPT.)</i></p>	<p><input type="checkbox"/> Yes, I have maintained status and completed one semester of graduate level coursework at full-time. <i>or</i></p> <p><input type="checkbox"/> I will complete one semester of graduate level coursework at full-time while maintaining status on Date:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Month / Day / Year</p>
Internship Information	
<p><i>When arranging your start date with your employer, please allow for 1-week processing time from the time of submission. Applications submitted late or applications needing more information to determine eligibility may require students to submit an updated offer letter with a later start date to the DSO. Refer to the requirements for applying listed in this document.</i></p>	

SEVIS Number:	
Requested CPT Start Date and End Date: (Format Month/Day/Year)	
Status/Hours Per Week:	<input type="checkbox"/> Part-Time (Up to 20 hours) <i>or</i> <input type="checkbox"/> Full-Time (More than 20 hours)
The internship is:	<input type="checkbox"/> Unpaid/Voluntary <input type="checkbox"/> Paid: Hourly Rate at \$_____ (USD)
Position Title:	
<p>Position Description: Include a <u>broad</u> description of the nature of your position and the main duties you will be responsible for in 4-5 sentences.</p>	
<p>Specific Educational Objectives: What skills and knowledge will you gain in this role and how, specifically, is this role an integral part of your degree program. Finally, how will you be trained?</p> <p><i>Note: Include specific tasks and projects you will complete. Be sure to include how these objectives are directly related to your major area of study and the means by which these goals will be achieved. (you must address this in at least 4-5 sentences).</i></p>	

<p>Evaluation: How will the supervisor assess you to ensure that the skills and knowledge you obtain were acquired? What frequency (how often) will the supervisor evaluate you?</p>	
<p>Employer Information</p>	
<p>Are you working for an employer from a remote location? NOTE: <i>Students must reside in a state that the University is authorized to recruit and enroll. Refer to the University website for Accreditation/Authorization page.</i></p>	<p><input type="checkbox"/> Yes – from my residential address on file with the University. <input type="checkbox"/> No</p>
<p>Are you working for a hiring/temporary agency or third-party HR company?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Employer/Company Name</p>	
<p>Employer/Company Address</p>	
<p>Employer/Company City, State, Zip code</p>	
<p>Work Site Supervisor Information</p>	
<p>Supervisor's Name</p>	
<p>Supervisor's Email</p>	
<p>Supervisor's Phone</p>	
<p>Complete the section below if you are working for a temporary agency or third-party human resources company.</p>	

Work Site Name	
Work Site Address	
Work Site City, State, Zip code	
Work Site Representative Name	
Work Site Representative Email	
Work Site Representative Phone	

Required Documentation

Please make sure to check the boxes confirming that all required documents are present.

- Attach your employment offer letter on company letterhead with a signature from the employer.
 - The letter must be on company letterhead and should indicate your full legal name, company name, company address, your job title, your job duties, dates of employment, hours worked per week, salary (or indicate “unpaid”), supervisor’s name, supervisor’s job title, supervisor’s email, supervisor’s telephone.
 - The employment start date cannot be prior to the start of a semester and authorization of CPT by the DSO.
- Attach a copy of the official job description.
 - This official job description must list an exhaustive list of your job duties in the role to determine if the duties aligned with the program of study.

F-1 Student Responsibilities

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information, and belief. By signing this application, I confirm the following is true:

- I have reviewed the *F-1 Curricular Practical Training (CPT) Guidance* and understand the rules, regulations, and requirements of the CPT program at United States University and those of Student and Exchange Visitor Program (SEVP).
- The proposed CPT is in my major area of study and integral to my degree program.
- I understand that as an F-1 student my primary objective is my studies. Should I fall

below a required 3.0 CGPA or have other academic issues my CPT will be denied/revoked, and I will not be able to continue until I meet all satisfactory academic progress requirements.

- Students in violation of Code of Conduct may also have their CPT denied/revoked.
- I understand that CPT provides an opportunity to acquire additional skills related to my degree program. CPT is not work authorization for the sake of working in the U.S. and should not affect my progression or delay my degree completion.
- I understand that as part of the CPT requirements set forth in the *F-1 Curricular Practical Training (CPT) Guidance* I must successfully complete the Professional Symposium. Failure to successfully complete one or more Professional Symposium course(s) may also be denied/revoked by the DSO.
- I understand that my CPT authorization start and end dates must coincide with the start and end dates of the internship course.
- I understand that the DSO will not authorize CPT or a CPT extension until I am registered and paid for my future course(s) each semester.
- I understand my offer start date must be at least within the add/drop period of a new semester to allow for processing cannot be prior to a semester start. (USU cannot retroactively authorize CPT).
- I understand that it is **my responsibility** to apply for CPT or an extension of CPT in a timely manner and that I cannot continue with CPT if the end date has lapsed, and the extension has not yet been processed.
- I understand that I cannot work using CPT until I have a new Form I-20 from the DSO authorizing the CPT employment, and I can only work within the CPT authorization dates.
- I understand that I am only eligible to work for the employer, number of hours, and duration indicated in the CPT authorization of the Form I-20 the DSO issues to F-1 students.
- I understand that working without authorization will result in my F-1 visa status being terminated in SEVIS.
- I understand that I must file the appropriate U.S. federal and state tax forms each year. If necessary, I understand that it is my responsibility to obtain tax advice by an appropriate tax or immigration attorney and that the DSO does not provide tax advice.
- I understand that I am not eligible for 1099 contract employment as there must be a

defined employee-employer relationship for a CPT authorization.

- I understand CPT is authorized by semester and that previously authorized in one semester for CPT does not guarantee me continued authorization in subsequent semesters. I understand that I am only required to complete one semester of CPT to meet graduation requirements.
- I understand that it is my responsibility to make sure all of my official documents, including the Form I-20 are accurate.

I agree to:

- Perform to the best of my ability all tasks assigned by my supervisor which are related to my learning objectives and the responsibilities of this position.
- Follow all the rules, regulations, and normal requirements of the employer's organization.
- Notify the DSO of any changes I need to make in this plan or of any problems that develop during the placement.
- Notify the DSO within 10 days of any changes of information in my CPT authorization.
- Adhere to all other policies and procedures as published within the University Catalog and International Student Handbook.

I have reviewed, understood, and will adhere to this agreement, including to all institutional policies listed within the University Catalog and International Student Handbook. I agree to assume the responsibilities outlined in this *Curriculum Practical Training Form* for the duration of my CPT authorization.

F-1 Student's Printed Name

F-1 Student Signature

Date

Employer/Supervisor Attestation

I have reviewed the *Curriculum Practical Training Application* and certify that it is a true and accurate representation of the proposed practical training opportunity. As the employment supervisor or official with signatory authority, I confirm the following:

- I confirm that this application will serve as a cooperative agreement between the organization and United States University (USU).
- I confirm that I have provided the F-1 student with an employment offer letter on company letterhead outlining all the specific requirements outlined in the *F-1 Curricular Practical Training Verification Letter Template* provided to me by the F-1 student.
- I confirm that the CPT internship dates are correct.
- I confirm that I have provided the F-1 student with a job description outlining all their duties required of them in their role.
- I confirm that the student's practical training opportunity is directly related to the student's major area of study as indicated in this agreement and the position achieves the educational objectives noted in this application.
- I confirm that this is not 1099 contract employment and that there is a defined employee-employer relationship.
- I confirm that the practical training opportunity conducted pursuant to this application complies with all applicable Federal and State requirements relating to employment.
- I certify on behalf of the employer that this *Curriculum Practical Training Application* is approved and will be adhered to.
- I understand that the F-1 student cannot begin work until they have a Form I-20 from United States University authorizing CPT at our organization and it is within the CPT authorization dates.
- I understand that the F-1 student cannot work beyond the CPT end date indicated on the Form I-20 United States University issues authorizing CPT. If the practical training experience will be extended, then I understand that the F-1 student must submit a new, complete *Curriculum Practical Training Application* extension and obtain a new Form I-20 authorizing the new period of CPT.

As the employment supervisor or official with signatory authority signing, I agree to:

- Ensure that the organization and supervisor will provide the necessary orientation, training, precautionary safety instructions, and supervision in the performance of the position duties and responsibilities as outlined in this application.
- Ensure that the organization will provide the student an educational work-based learning experience directly related to the student's major field of study, fulfilling all the

requirements of the internship course enrollment requirement.

- If it does not violate my organization's policies, I will ensure that the work supervisor completes a final written evaluation of the student's performance during the internships placement.
- I understand and will provide the final written evaluation upon request by the DSO.
- I understand and will notify the DSO if the student has violated its requirements of its placement by emailing dso@usuniversity.edu.

I have reviewed, understood, and will adhere to this agreement. I agree to assume the responsibilities outlined in this *Curricular Practical Training Application* for the duration of the above-named F-1 student's CPT authorization.

Authorized signatory official or supervisor name (print)	
Authorized signatory official or supervisor title	
Authorized signatory official or supervisor phone number	
Authorized signatory official or supervisor Email	

Authorized Official or Supervisor Signature

Date

F-1 Curricular Practical Training Verification Letter Template

Below is the exact format that must be followed to process the student's CPT application. Not following this template will result in the CPT application being denied or not processed timely. The letter must be on company letterhead. Copy ALL TEXT below and print on company letterhead. Completed letter must include all text and provide completed answers to 1-12 (13-14 as needed). Not following this template will result in your CPT application being denied or not being processed.

[Date]

United States University
404 Camino del Rio S.,
Suite 102,
San Diego, CA 92108
Attn: USU International Student Designated School Official

To USU International Office:

This letter is to certify the following F-1 student's participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the company and the United States University. The company agrees to provide the student an educational work-based learning experience directly related to the student's major field of study. Following is the information requested by your offices so that the CPT application may be processed swiftly.

1. Student Full Legal Name:
2. Company Name:
3. Company Address:
4. Student's Job Title:
5. Student's Job Description:
6. Dates of Employment:
7. Hours per week:
8. Salary (or indicate "unpaid"):
9. Supervisor's Name
10. Supervisor's Job Title:
11. Supervisor Email:
12. Supervisor Telephone:

Items 13-14 required only if Company name or address differ than physical worksite name and address, or if using third party or staffing company.

13. Student's Physical Worksite Name:
14. Student's Worksite Address:

INSERT Company's Authorized Employee or Supervisor Signature

INSERT Company's Authorized Employee or Supervisor Name

INSERT Company's Authorized Employee or Supervisor Title