

CURRICULAR PRACTICAL TRAINING

Immigration regulations make employment available to F-1 students who have been lawfully enrolled on a full-time basis for at least nine consecutive months and such employment is in his or her field of studies, which is an integral part of the curriculum or degree. This could be considered as one type of practical training but it is not optional training. Curricular practical training (CPT) is simply divided into two categories: For-credit CPT and non-credit CPT.

For-credit CPT means that the experience is NOT required as a part of the degree requirements. It means that a work component is a required part of a course that the student is taking for credit. The course may be an elective course but credits must be absorbed into the curriculum towards his or her degree.

Non-credit CPT means that the work experience must be required of all degree candidates for your major/degree.

If you are a PhD student who had completed all coursework required for your degree, then CPT is considered on a case-by-case basis only. If you are such a student and you wish to apply for CPT, please have your dissertation mentor contact us directly (ois@fordham.edu).

Frequently Asked Questions

Q: If my professor believes that getting some work experience is "good for me, academically" and he could arrange it for me, but it is not for credit and it is not required, could I work?

A: No! This is not CPT. However; you could apply for optional training. The word "integral" means that the employment is required and/or for academic credit.

Q: My friend told me I don't have to get a job in order to get CPT?

A: If you wish to apply for optional training you do not have to have a job, but to apply for curricular practical training you must have a job and you must know many details of your job (see below).

Q: My friend said that getting CPT is a bad idea because it is deducted from my 1 year of optional training after I complete my studies. Is that good advice?

A: Bad advice. Part-time or full-time CPT is never deducted from your 1 year OPT. Only if a student works in full-time CPT for 1 year or more, the entire OPT period is cancelled.

How do I apply for CPT?

If you are applying for credit-bearing CPT, please submit a letter from your academic adviser which includes that you have registered for this course; how many credits for this course; course number; beginning and ending dates of employment; number of hours/week of work; employer's name; and such employment is integral part of your degree program and your prospective completion date of your studies. **All these items of information must be completed on your form.** (Application form found on the back of this page)

If you are applying for a non-credit bearing employment, please submit a copy of your university's catalog indicating that employment is required of all students in this program to complete it and a letter from your academic adviser stating beginning and ending dates of employment; number of hours/week of work; employer's name; and such employment is required for your degree program and your prospective completion date of your studies. (Form letter found on the back of this page)

For both types of CPT:

- In addition to those items mentioned above, you must submit **a letter from your employer** on its stationery indicating the job title; dates of employment; number of hours/work; brief description of work.
- CPT can be issued per-term only. You must indicate a specific start and end date on your CPT form, which adheres to this regulation. If your position spans more than one term, you will need to complete this process for each term your CPT will be taking place.

ANY APPLICATION SUBMITTED WITHOUT ALL ITEMS AND/OR LETTERS NOT MENTIONING ALL REQUIRED INFORMATION WILL NOT BE APPROVED.

REMEMBER - YOU CANNOT BEGIN WORK UNTIL YOU HAVE RECEIVED AUTHORIZATION FROM THIS OFFICE. PLEASE DO NOT ENGAGE IN UNAUTHORIZED WORK.

FROM: _____
Academic Advisor (Grad) / Class Dean (Undergrad)

RE: _____
Student's Name Fordham ID# Phone Number

FOR CREDIT - BEARING CPT

I have read the attached employment letter offering training to the above student.

For this experience, this student **will receive** the amount of _____ **credit(s)** under the course number _____, which he/she has **registered** for.

This experience will be:

Part Time (20 hours or less per week)

Please check one: _____ or _____

Full Time (more than 20 hours per week)

Beginning on _____ through _____

At: _____
(Employer)

Location (Street) (City) (State) (Zip Code)

This experience is an integral part of this student's degree program and the employer agrees to cooperate with the school in achieving the curricular purposes of the employment/training.

This student's prospective completion of studies is _____
month /day /year

Academic Advisor/Class Dean Signature Date

FOR NON-CREDIT BUT REQUIRED CPT

This experience is **required** for this student's **degree**. This experience will be: (**check one**)

Part Time (20 hours or less per week) or **Full Time** (more than 20 hours per week)

Beginning on _____ through _____

At: _____
(Employer)

Location (Street) (City) (State) (Zip Code)

This experience is integral part of this student's degree program and this student's

prospective completion of studies is _____
month /day /year

Academic Advisor's Signature Date