

CURRICULUM PRACTICUM TRAINING

REQUEST FOR APPROVAL FORM

STUDENTS AND ADVISORS: PLEASE READ BEFORE PROCEEDING

Code of Federal Regulations

PART 214—NONIMMIGRANT CLASSES

214.2 (F) (9)-(13)

(9) Employment

(10) *Practical training.* Practical training may be authorized to an F-1 student who has been lawfully enrolled on a full time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad. A student may be authorized 12 months of practical training, and becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Students in English language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study. There are two types of practical training available*:

(i) *Curricular practical training.* An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

**The second practical training available is OPT, which requires a separate application process.*

ADVISORS

Please read and check each of the boxes.

- All students who wish to accept employment off-campus during fall, spring and summer semester must submit this CPT Approval Request Form to International Programs and Partnerships.
1. CPT Authorization allows the student to engage in practical training, paid or unpaid, **that is an integral part of an established curriculum and is directly related to the student's major area of study.** The goal of CPT must be to advance the student in his/her academic program in a specific and definable way as indicated on page 6.
2. *CPT must be attached to a class, thesis or dissertation that requires work experience or to a Co-Op, Internship, Clinical, or Practicum.*
3. There are two types of CPT: **required and optional.** Required CPT is when the academic program mandates practical work experience for all students in order to graduate. Optional CPT is work experience directly related to your field of study that is not required. Optional CPT may not delay completion of the student's academic program.
4. Student must have attended BGSU for at least one full academic year before applying
5. Student must be registered full time during CPT during fall and spring semesters. Full time is 12 hours for undergraduates and 8 hours for graduates.
6. **Employment for the sole purpose of earning money is not an appropriate use of CPT.**
7. CPT can be part-time or full-time:
Part-time CPT: Employment for 20 hours or less per week is considered part-time. Student must be enrolled in classes full-time in order to maintain lawful F-1 status during fall and spring terms.
Full-time CPT: Employment for more than 20 hours per week is full-time. Please be aware that 12 months or more of full-time CPT will eliminate student's eligibility for Optional Practical Training (OPT). During fall and spring terms, students must be enrolled full-time or have an approved Petition For Authorization To Drop Below A Full Course Load form.
8. CPT can only be authorized one semester at a time.
9. CPT Approval requests **are not accepted with less than 6 weeks left in the fall and spring semester.** CPT Approval requests for **summer session** must be submitted at least **two weeks** before the C.P.T. begins.

10. Students are not allowed to start CPT until it is approved by a Designated School Official (DSO) in International Programs and Partnerships.

INTERNATIONAL PROGRAMS AND PARTNERSHIPS WILL NOT APPROVE A CPT THAT STARTS BEFORE THE REQUEST IS APPROVED, RECORDED IN SEVIS*, AND THE STUDENT IS ISSUED A NEW I-20. FAILURE TO COMPLY MAY TERMINATE THE STUDENT'S CPT PROCESS.

**SEVIS stands for Student and Exchange Visitor Program, the US government internet-based system that records information on non-immigrant students.*

STUDENTS

Please read and check each of the boxes.

How to apply to CPT

1. Plan ahead. International Programs and Partnerships **will take between five to ten business days to review your CPT** request if this form is filled out correctly and all required information attached.
2. Contact your employer and provide them with a copy of the required items to include in the offer as listed on page 4 of this document.
3. Meet with your Academic or Faculty Advisor to discuss your CPT plans in detail. It is your responsibility to explain to your advisor the nature of the CPT and it is their responsibility to fill out and sign the advisors's section of the CPT Request Form attached. Please note that advisors must certify that the CPT training is integral to your curriculum.
4. Gather all required documentation and bring to International Programs & Partnerships at 301 University Hall. **You must bring all required documents. International Programs & Partnerships will not accept invalid or incomplete CPT applications.**
5. International Programs and Partnerships will review your CPT application. If all requirements are met, the DSO will approve your CPT and create a CPT I-20 showing approval.
6. You and your employer will receive an e-mail once your CPT I-20 is ready. CPT may not start until you receive International Programs and Partnerships approval.
7. Be sure to sign and date your CPT I-20 and keep all I-20's permanently in your personal files.

You are not allowed to start CPT until it is approved by a Designated

School Official (DSO) in International Programs and Partnerships, recorded in SEVIS* and you are issued a new Form I-20. Failure to comply with this regulation will terminate your CPT approval process.

You and your employer will be notified via email when your CPT is approved.

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Information to be included in the offer letter

Please ask your employer to include the following information on their offer letter:

- 1. Printed on company's letterhead
- 2. Addressed to the student
- 3. Includes Job Title
- 4. Provides a detailed job description (at least a few sentences describing specific duties, tasks, goals, etc.)
- 5. Specifies the employer's address (street, city, state, and zip code).
- 6. Specifies the employer's email address to be notified about the CPT approval
- 7. Specifies number of hours of work per week
- 8. Specifies start and end dates of CPT employment

Curricular Practical Training: F-1 CPT

The CPT Approval Request Form Must Be Typed

While on CPT, F-1 status students must comply with BGSU student policies including maintaining insurance, upholding the student code of conduct, and adhering to the US Federal Regulations for nonimmigrant students.

Items Below Must Be Completed by Student

Date:

Name as on I-20:

BGSU ID#:

Major:

SEVIS Number:

Email:

Phone Number:

Description of the Training Program

Name of Employer:

Address of Employer:

City, State, & Zip Code:

Name and Title of Training Supervisor:

Training Supervisor's Telephone Number:

Training Supervisor's email address:

Hours per week (Please check one):

Part-time (20 hours or less)

Full-time (21 hours or more)

Dates of Training (only approved for one semester) From To

Are you working on campus (Please check one): Yes No

If yes, how many hours a week:

I hereby certify that I have read and understand the eligibility requirements for CPT as outlined on page 1.

Student's signature

ITEMS BELOW **MUST BE COMPLETED** BY **ACADEMIC or FACULTY ADVISOR**

Please complete the following information to help us determine whether the proposed practical training activity meets the U.S. Department of Homeland Security requirements for CPT authorization. Call 419/372-2247 or e-mail iss@bgsu.edu if you have questions.

1. Training is related to Student's Academic Program: ____ YES ____ NO
2. Goals and objective of the specified training experience
3. Why is the training an integral or critical part of the academic program of this major?
4. Please indicate:

Course name and number (If using Co-Op 50 please use line below):

Credits:

Semester of enrollment:

Total number of units completed toward degree to date:

Current GPA:

Co-Op 50:

5. Please Check One:

- As the student's advisor, I certify that this CPT is a **required** part of the program, i.e. the program requires all students to have practical work experience in the field of study.
- As the student's advisor, I certify that this CPT is a **non-required** part of the student's program. It is an integral part of the student's curriculum and pursuant to a course with a formal practical training component

To make the CPT an integral part of the established curriculum, the student must be enrolled for a course.

As the student's Academic OR Faculty Advisor, I have set forth the nature and details of the Curricular Practical Training program. I approve the amount of time requested **as necessary to complete the goals and objectives of the course**. *As the student's Academic Advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined on page 1; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge all of the above information is accurate.*

Academic/Faculty Advisor's name

Academic/Faculty Advisor's signature

Phone Number:

Email Address:

Date:

IMPORTANT NOTE TO ADVISORS:

Please remind your student that they are not allowed to start CPT until it is approved by a Designated School Official (DSO) in International Programs and Partnerships, recorded in SEVIS* and the student is issued a new Form I-20. Failure to comply with this regulation will terminate the CPT approval process.

The student and the employer will be notified when the CPT is approved.

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THIS COMPLETE FORM (PAGES 1-7) AND OFFER LETTER MUST BE SUBMITTED TO INTERNATIONAL PROGRAMS AND PARTNERSHIPS IN PERSON OR SCANNED VIA EMAIL TO ISS@BGSU.EDU WITH THE SUBJECT LINE "CPT REQUEST FORM".

FOR DESIGNATED SCHOOL OFFICIALS ONLY

I have reviewed this worksheet and accompanying documents and determined that the CPT requested is:

_____ Warranted (Authorized)

_____ Not Warranted

_____ Pending

DSO Signature: _____

Date: _____

PDSO Signature: _____

Date: _____

Scanned to OnBase: _____

COMMENTS: _____
