

# F-1 Curricular Practical Training (CPT)

Office of International Students and Scholars  
Eastern Illinois University

**Curricular Practical Training** enables F-1 students to gain off-campus work authorization for internships or other work **IN YOUR MAJOR FIELD** that is **REQUIRED** by the degree program or for a course.

You may apply for CPT if you have been enrolled in your academic program for a **full academic year** and you have valid F-1 status. Your degree program must require off campus employment or you must be able to register for a credit bearing course that requires the employment for the course.

In order to apply for CPT, you must first have a job offer, and then follow the instructions below.

## **Step One**

Fill out the student information and internship information sections of the attached CPT recommendation form **COMPLETELY**, and then have your advisor fill out and sign in section two of the form.

## **Step Two**

Bring your signed CPT recommendation form and employment offer letter to OISS at least two weeks before you plan on beginning your job to speak with a Designated School Official. If determined eligible for CPT, the Designated School Official will create a new I-20 for you. (Please note this is your work permission for CPT.)

**Academic Advisor's Recommendation Form  
for International F-1 Student "Curricular Practical Training"**

This form provides OISS with information required to grant "CPT" work authorization to an international student in F-1 visa status. The academic advisor must complete and sign section 2.

**STUDENT INFORMATION:**

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

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

**SEVIS ID (upper right corner of I-20):** \_\_\_\_\_

**1. INTERNSHIP INFORMATION: Company Name: (Employment offer letter is also required.)**

\_\_\_\_\_ J

**Job Location Address –this must be the actual street address of where you are working**

**Number of hours per week:** \_\_\_\_\_

**Begin Date** (no sooner than the end of your exams): \_\_\_\_\_

**End Date** (cannot be later than the day BEFORE classes start): \_\_\_\_\_

**2. CURRICULAR CREDIT FOR THE INTERNSHIP:** In order for the student to qualify for curricular practical training, 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 (A-C)

**A) \_\_\_\_\_ The student will earn credit in a course.**

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

**B) \_\_\_\_\_ The work is required for the student's degree program.** (this must be a written part of the requirements for the degree listed in EIU's "programs of study"). Degree level and field:

\_\_\_\_\_

**C) \_\_\_\_\_ The work will form an integral part of the research for this graduate student's thesis.**

Explain how the research will form a part of the thesis or dissertation. **[PLEASE NOTE: The work cannot simply be RELATED to the thesis, it must be an INTEGRAL part of the research]:**

\_\_\_\_\_

\_\_\_\_\_

**Academic Advisor Certification:** As the student's Academic Advisor 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.

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of the Academic Advisor**