1. Definition of Curricular Practical Training (CPT)

CPT “must be an integral part of an established curriculum.” It allows a lawful F-1 student to engage in “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.” A student may choose to receive wages or academic credit for this experience.

2. CPT Requirements

- **Undergraduate** students must complete one year as full-time students before they become eligible for Curricular Practical Training.
- **Graduate** students are eligible whenever it is required in their program of study.
- Students may engage in CPT part-time or full-time for an unlimited period of time. However, if the student accumulates 12 months or more of full-time CPT, the student becomes ineligible for Optional Practical Training.
- CPT “must be an integral part of an established curriculum.”
- A student may engage in CPT only after obtaining permission from a Designated School Official in the Office of International Programs & Study Abroad at UTEP.
- Student must be registered full time or equivalent when CPT is recommended
- **CPT is authorized on a semester basis. To continue employment you must reapply every semester with a new job offer letter (Spring, Summer, Fall).**

3. CPT Process

1. Attend CPT workshop in person or review online at [http://sa.utep.edu/oip/cpt-workshop-2/](http://sa.utep.edu/oip/cpt-workshop-2/)
2. Submit a job offer letter from the proposed employer to the Academic Advisor and the International Student Advisor. This letter must include the following information (emails and/or faxes are NOT acceptable):
   - Name of the company/organization on official letterhead
   - Location of the proposed employment
   - Detailed job description indicating direct relation to course of study
   - Number of hours per week
   - The beginning and ending dates of employment
3. Academic Advisor must complete and sign the CPT form.
   - When listing the goals and objectives as well as how the experience relates to the student’s field of study, please be specific. The form(s) being submitted might be examined by the Department of Homeland Security.
4. Submit completed form to the Office of International Programs & Study Abroad.
5. Must be concurrently registered in Co-Op class. See the University Career Center (UCC).
CURRICULAR PRACTICAL TRAINING APPLICATION

SECTION A: To be completed by student

UTEP ID number _________________________ E-mail ________________________________

Last Name __________________________ First Name ________________________________

Major __________________ Border Commuter: ☐ Yes ☐ No

Level of Study: ☐ Undergraduate ☐ Graduate

Are you currently employed at UTEP? ☐ Yes ☐ No If yes, how many hours per week? _________

SECTION B: To be completed by Academic Advisor

Last Name __________________________ First name ________________________________

Department __________________________ E-mail ________________________________

Telephone ( ) ______________________

The proposed Curricular Practical Training experience is an “integral part of an established curriculum” because it is:

☐ Required to complete degree requirements
☐ Recommended in the student’s curriculum
☐ Recommended as practical experience in the field

1. How does the proposed experience relate to the student’s major field of study? Be specific. Feel free to submit answers in a separate page. Include the name of the student.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

__________________________________________
Advisor’s Signature Date

__________________________________________
Graduate School Signature (For Grad Students Only) Date

__________________________________________
Student’s Signature Date

Last Revised 10/06/2018