



Curricular Practical Training (CPT) is defined in the Code of Federal Regulations as “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.” Students enrolled at The University of Texas Health Science Center at Houston (UTHSC-H) may be eligible to participate in CPT provided that the training/employment is “an integral part of an established curriculum [8 C.F.R. § 214.2 (f)(10)(i)].”

Eligibility

- Student must have been lawfully enrolled on a full-time basis for one full academic year before being eligible for CPT.
 - *Exception exists for graduate students whose programs require immediate curricular training.*
- Student must be pursuing his/her academic objective and be maintaining valid F-1 status during the time of approved CPT.
- Training/employment must be either required of all students or required for a particular course or curriculum track in order to fulfill requirements for the degree.
- Student must receive course credit for training/employment.
 - Training must be listed in the school's course catalogue showing the assigned number of credits and faculty member teaching the course. Students enrolled in such a course must perform training within the established course objectives under the supervision of the instructor.

Note:

A course offered for the primary purpose of facilitating employment authorization does not qualify for CPT.

Application Requirements

The following documents must be submitted to the Office of International Affairs (OIA) in order to determine eligibility for CPT. If you are at a Regional Campus, these documents must be submitted to the Regional Coordinator who will then provide OIA with legible copies of all documents:

- 1) Original letter signed by the Assistant Dean of Academic Affairs/Director of Student Affairs stating how the proposed training/employment would qualify as CPT using the above guidelines
- 2) Original letter from prospective sponsor specifying begin and end dates, hours per week, if paid or unpaid, and location of training/employment
 - *If enrolled at the Graduate School of Biomedical Sciences, letter must include source of funding.*
- 3) Original Learning Contract (*School of Public Health students*)
- 4) Current Form I-20
- 5) Passport (valid 6 months into the future)
- 6) Visa stamp (unless exempt from visa requirements)
- 7) Form I-94

If unsure about your CPT eligibility, please call your International Visitor Advisor (IVA) for guidance.

Authorization Process

CPT must be authorized by your IVA prior to beginning any training/employment. If the request for CPT complies with institutional and federal immigration regulations, the CPT authorization will be submitted by OIA into the Student and Exchange Visitor Information System (SEVIS) for a specific:

- Employment start date
- Employment end date
- Full-time or part-time employment
 - *F-1 students who engage in an aggregate of 12 months or more of full-time CPT become ineligible for Optional Practical Training (OPT).*

- Employer Name
- Employer Address

Compliance

CPT is restricted to a specific time period, percent time (i.e. part-time or full-time), and location of training. It is critical for students to comply with and not exceed the terms of the authorized CPT. Failure to comply with CPT authorization could result in a loss of your immigration benefits. Should you have any questions regarding your CPT request or authorization, please discuss these issues with your IVA.