

RULES AND PROCEDURES FOR CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is work authorization that allows an F-1 student to engage in employment that is an “integral part of an established curriculum.” At JHU, this is defined to mean that the student is either

- participating in an internship that is a required component of their degree program, or
- participating in an optional experience for which they are enrolled in an internship or practicum course.

Student Eligibility Requirements

- Student is in good academic standing.
- Student has been enrolled as an F-1 student for at least one academic year (Fall & Spring semester). (Students in a graduate program that requires an internship of all students during the first year are exempt from this requirement)
- Student has maintained lawful F-1 status.
- Student has not completed the degree program.
- The employment is related to the field of study and commensurate with the level of study.

Types of CPT

Curricular Practical Training as a Required Component of the Degree Program

If practical training is a requirement of a degree program (i.e. all students in the program must complete practical training to satisfy degree requirements), CPT may be authorized. Authorization can be for full-time or part-time employment based on the department’s requirement. This type of CPT does not require proof of enrollment (although the program may have a registration requirement for other purposes).

Curricular Practical Training as an Optional Experience

CPT may be authorized if the student will enroll in an internship or practicum course during the term in which the work is being performed. The specific course registration will depend upon the school and program in which the student is enrolled. The course does not need to provide academic credit nor a grade, but must appear on the student’s transcript. If taking CPT during a fall or spring term, the student must maintain full time course enrollment.

In most circumstances, students are limited to part time (20 hours/week or less) CPT during the fall and spring terms; full time CPT may be approved during summer terms when full time study is not a requirement.

Doctoral students who have completed all course work and are working on their thesis or dissertation may receive permission for full time CPT during a fall or spring term if the work experience is clearly documented as necessary for completion of the thesis/dissertation, due to access to specific equipment, data, or processes; or is part of an established program for full time CPT that has been approved as appropriate by the Office of International Services. CPT cannot be used to begin employment that will continue after degree completion.

Documentation and Application Process

You must submit the completed and signed Curricular Practical Training (CPT) Request Form and an employment letter which must include employment start and end dates, number of hours worked per week, name and address of workplace, job title and job description.

Submitting the Application. You may either bring the completed application and all supporting materials to an OIS location during scheduled advising hours or submit the application and documentation as a single PDF file by going to <http://ihopkins.jhu.edu>. Sign in with your JHED ID and under “F-1 Student Services” you will find the electronic form to submit your documentation. Follow the instructions and indicate if you will visit an advisor (in case of questions) or wish to have the application processed from the documentation submitted. Please be aware that all students on JHMI’s I-20 must visit the Medical Institutions location of OIS for services; students on Homewood, Carey, Peabody, or SAIS I-20s may visit any of the other 4 OIS locations for services.

Please be aware that

- Although there is no limit on the amount of CPT which may be approved, if you are authorized for 12 months or more of full time CPT, you will be ineligible for Optional Practical Training. Part time CPT has no impact on OPT.
- Your work permission is not valid until you have the I-20 with the CPT authorization on it.
- CPT authorization is for a specific employer only; if you wish to change CPT employers a new application must be submitted and approved.
- You are permitted to work only between the dates authorized. We cannot backdate CPT. If you wish to extend your CPT permission, you must submit a new application and have it approved. We recommend you do this at least 2 weeks prior the beginning date of an extension request.

Curricular Practical Training (CPT) Request Form

Before you submit this form, you are responsible for reading the information for CPT on the OIS website. In order to apply for CPT, submit this completed for and an employment letter (**which must include employment start and end dates, number of hours worked per week, name and address of workplace, job title and job description**) to your OIS Advisor before your employment begins.

CPT authorization will not be granted for work that has started before submitting this form.

School	Authorizing Official	CPT Course
Arts & Sciences, Engineering, Education	Academic or Faculty Advisor; WSE graduate students must also obtain signature of Director of Graduate Academic Affairs	Varies by program
Business	Career Development Office Advisor	BU.001.600.CO
Medicine, Nursing, Public Health	Academic Advisor or Department Chair	Varies by program
Peabody	Major Teacher; also need yellow copy of registration form	PY 530-997
SAIS	Faculty Advisor; must give this form to Academic Dean once CPT is completed	SA 999.999

SECTION A: TO BE COMPLETED BY THE STUDENT.

Family Name: _____ First Name: _____ University ID _____

Expected completion date of your current academic program: _____

Are you currently working on-campus or on an assistantship? No Yes: how many hours/week? _____

Name and Address of CPT Employer: _____

CPT employment Dates: _____ to _____ Number of hours per week: _____

I understand that if granted CPT, I must register for any course that is listed below and should I drop this course, my CPT permission is void.

Student's signature _____ Date _____

SECTION B: RECOMMENDATION TO BE COMPLETED BY AUTHORIZING OFFICIAL AT SCHOOL.

The recommendation below is required for the Office of International Services to evaluate academic eligibility for CPT. OIS has final legal responsibility for determining that the student meets the immigration requirements for CPT.

Please select one of the following options:

- This student is requesting authorization to engage in Curricular Practical Training that is not required for this degree; therefore enrollment in the following course is required:

Course Number: _____ Credits (if applicable): _____ Term: _____

Please briefly explain how this employment/training is related to the student's academic program:

- This student is requesting authorization to engage in Curricular Practical Training that is required of all students in the degree program.

Other optional comments _____

As the student's Faculty Advisor, Major Teacher, Department Chair or Career Services official, I have reviewed the request for CPT and agree that this may be considered an integral part of the student's academic curriculum.

Print Name: _____ Signature: _____ Date: _____

**Note: Whiting School of Engineering graduate students must also obtain the signature of the Director of Graduate Academic Affairs.*

Print Name: _____ Signature: _____ Date: _____