



F-1 Curricular Practical Training Academic Verification Packet

An F-1 student may wish to engage in temporary employment to gain practical experience in his/her field of study prior to completion of his/her program of study. The regulations of the US Citizenship and Immigration Services (USCIS) governing F-1 non-immigrant students provide for this type of employment authorization through what is called Curricular Practical Training (CPT). Employment under CPT must be an integral part of an established curriculum and be directly related to the student's field of study. It must be a degree requirement or credit-bearing option, such as an internship or practicum class. This requirement or degree option must be stated in the school's catalog or departmental literature describing the program and must be available to all students in the program.

CPT is approved as full or part-time (20 hours/week or less) and for a specific employer, place of employment, and time period. CPT can only be granted for up to one semester at a time and you must be registered for the internship or practicum class during the same semester in which CPT will be authorized (NOTE: Some exceptions may be granted for programs in which the CPT occurs during the Summer Term but the registration for the related internship or practicum class is deferred until Fall Term. Exceptions are made on a case-by-case basis with an Immigration Specialist in OIS). You must request any changes (employer, location, hours/week) or new period of CPT *prior* to the changes taking place or *before* the new period of CPT will begin. If you are engaged in part-time CPT, you must continue to remain enrolled as a full-time student during normal enrollment periods. If you are engaged in full-time CPT, you may be enrolled for less than full-time but you cannot cease to be enrolled altogether during normal enrollment periods.

Examples of CPT include co-op programs, an internship or practicum, or a graduate student engaging in research that is directly related to the thesis or dissertation. This research should involve innovative technology available only at a particular corporation/research facility, or it should involve collecting data essential for completion of the thesis or dissertation.

To apply for Curricular Practical Training, you must provide the following to the Office of International Services (OIS) *prior to the start of any employment*:

1. The attached **Curricular Practical Training Academic Verification Form** completed and signed by your Academic Advisor indicating that the training is a degree requirement or credit-bearing option.
2. A letter from your prospective employer stating the beginning and ending dates of the employment, the number of hours per week you will work, the salary, job duties and exact location (street address) of the job.

If this is your first time applying for CPT you must make an appointment with an OIS Immigration Specialist to submit your application. **These documents must be submitted and approved *prior to the start of any employment***. In most cases your CPT will be authorized during your appointment with your OIS Immigration Specialist. If you have any questions, please contact the Immigration Specialist assigned to your school or department (see www.ois.pitt.edu/pdf/SchoolDeptAssign.pdf for a list of assignments).



The University of Pittsburgh
Office of International Services _____

F-1 Curricular Practical Training Academic Verification Form

TO: Academic Advisors

The F-1 student referenced below wishes to engage in temporary employment to gain practical experience in his/her field of study prior to completion of his/her program of study. The regulations of the US Citizenship and Immigration Services (USCIS) governing F-1 non-immigrant students provide for this type of employment authorization through what is called Curricular Practical Training (CPT). Employment under CPT must be an integral part of an established curriculum and be directly related to the student's field of study. It must be a degree requirement or credit-bearing option, such as an internship or practicum class. This requirement or degree option must be listed in the school's catalog or departmental literature describing the program and must be available to all students in the program. Please complete the form below and return it to the Office of International Services (OIS) so that we may process this student's request. If you have any questions, please do not hesitate to contact the Immigration Specialist assigned to your school or department (see www.ois.pitt.edu/pdf/SchoolDeptAssign.pdf for a list of assignments).

**THE FOLLOWING MUST BE COMPLETED AND SIGNED BY THE ACADEMIC ADVISOR,
NOT THE STUDENT**

Student Name: _____ Student Email: _____

I certify that the student listed above is in good standing in a course of study leading to _____ degree in
(Bachelor's, Master's, Ph.D., etc.)
the field/major of _____. It is estimated that the student will complete all requirements for the degree
by ____/____/____. The student will receive _____ credits during _____ term for this practicum/internship.
(Date)

Will this curricular practical training experience delay the student's graduation date? Yes ___ or No ___

I further certify that (check one):

_____ This training is required as part of the degree. This requirement is stated in the school's catalog or in departmental literature describing the program. The student _____will / _____will not (check one) receive academic credit based on stated departmental guidelines for the program.

_____ This training is a degree option (such as an internship or practicum option). The student will enroll in _____ (course) and receive academic credit for this training program. Please attach a copy of the course description.

_____ This training is for the purpose of collecting data essential for completion of the thesis or dissertation. It may or may not involve innovative technologies available only at a particular corporation/research facility. Please briefly explain below how this training is directly related to the thesis or dissertation research.

Advisor's Name (print): _____ Advisor's Signature: _____

Telephone: _____ E-mail: _____ Date: _____