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).

Last Revised 10/06/2017
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.

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Advisor’s Signature ___________________________ Date ________________

Graduate School Signature (For Grad Students Only) ___________________________ Date ________________

Student’s Signature ___________________________ Date ________________

Last Revised 10/06/2017