ROCKHURST UNIVERSITY
International Student Services

CURRICULAR PRACTICAL TRAINING (CPT)

Off-Campus Employment Authorization for F-1 Students

Curricular Practical Training (CPT) is authorized off-campus employment for a student maintaining an F-1 visa. The student must have been lawfully enrolled on a full-time basis for at least a full academic year and secured a training position that is an integral part of the school's established curriculum.

ELIGIBILITY:

You must have CPT on your I-20 (authorized by your Designated School Official) prior to beginning employment. Working without employment authorization is a violation of visa status and may result in a student losing legal status in the United States.

ADDITIONAL CONSIDERATION:

- Employment authorization for CPT must not occur after completion of studies and cannot delay the student's expected completion of studies date. Students seeking employment post-completion may apply for post-completion Optional Practical Training (OPT), which is a separate process.

APPLICATION CHECKLIST

☐ Recommendation form (attached).

☐ Letter from the employer (must be on offical letterhead and signed) indicating name of employer, address where you will be working, Job duties, and beginning and ending dates of employment.

APPLICATION PROCESS

1. Meet federal requirements for CPT employment.

2. Secure job offer letter from an employer with job duties related to your field of study for your major.

3. Fill out CPT form and send it along with job offer letter to the Director of International Student Services. Note: If you will require SSN documents (if this is your first employment in the US) please also submit a Document Request Form.

4. If approved, international office will add CPT authorization to your I-20 and email it to you. *You cannot start employment until you receive your CPT I-20.*

APPLICATION DEADLINE

CPT must be submitted no later than 2 weeks prior to the anticipated start date of the CPT. If it is your first employment in the US, we strongly encourage you to submit your CPT one month in advance of the anticipated start date to allow for time to apply for your SSN.

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Recommendation for Off-Campus Employment (CPT)

First Name | Last Name | Student ID

Email address | Phone Number

Program of Study | Degree Level ☐ Bachelor ☐ Master

Prospective Employer Name

Prospective Employer Address

Proposed Start and End Dates of Employment (MM/DD/YYYY – MM/DD/YYYY) | Hours per Week

Semester student will be enrolled in this course (Enrollment must be concurrent with employment and cannot tie to an already completed course)

Fall 20 ☐ Spring 20 ☐ Summer 20 ☐

In what current or upcoming course will the student enroll to earn academic credit in for the work experience?

Course Name | **Course Number** | **Credit Hours** | **Instructor**

How will this employment be an integral part of your study (describe in 2-3 sentences)?

I consent to International Student Services authorizing Curricular Practical Training on my SEVIS record. I understand that working outside of my authorized dates and hours per week may result in the termination of my I-20.

Signature | Date

TO BE COMPLETED BY THE ACADEMIC ADVISOR/COURSE INSTRUCTOR

Is the course below is an integral part of the student's course of study? ☐ Yes ☐ No

I recommend that this student begranted authorization for CPT.

Advisor/Instructor's Name | Signature | Date

Department | Phone | Email