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## Office of International Affairs

### Curricular Practical Training (CPT)

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 Texas A&M University-San Antonio 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 be in legal F-1 status.
- Training relates directly to the student’s major area of study and is included in the Degree Plan.
- Training is an integral part of the academic program’s established curriculum (i.e., required of all students or required for a particular course or curriculum track to fulfill degree requirements).
- Student must be registered for the internship course during the academic term in which CPT occurs.
- Students are eligible for CPT after completing full-time studies for one full academic year (some exceptions may apply, talk to International Affairs to discuss eligibility)
- Student must secure a **signed**, written letter of training job offer on the employer’s letterhead before CPT can be authorized (*see page 3 for details to include in offer letter*).
- Authorization is for one specific employer and for a specific period of time.
  - If engaging in multiple CPT experiences over the course of several semesters, student must complete new CPT paperwork for each CPT / academic course with specific dates.
  - If you desire to change employers during your internship, you must apply for a new CPT authorization before you begin to work for the new employer.
- CPT occurs before the student’s program end date on the Form I-20.
- CPT must be authorized on student's Form I-20 before the student can begin work.
- CPT is typically part-time during the academic term but could be full-time during the summer term.

**Note: One year of full-time CPT eliminates a student’s eligibility for OPT.**





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### Authorization Process

1. **Student:** Discusses training/internship/practicum with Texas A&M – San Antonio Office of International Affairs (OIA) and with academic advisor or program chair during the academic term before planned CPT.
2. **Student:** Secures job offer (paid or unpaid) on employer letterhead.
3. **Student:** Schedules appointment with OIA to submit required CPT paperwork with signatures from internship supervisor and academic advisor or program chair at least 7-10 business days before the add/drop period of the semester in which CPT will occur.
4. **OIA:** Reviews student request and determines student's eligibility for CPT.
5. **OIA:** Authorizes CPT in SEVIS with employer details and specific start and end dates, and then prints work authorization on the student's Form I-20.
6. **Student:** Signs new I-20 and begins work on or after CPT start date.

**The student cannot start work prior to the CPT start date. All work must end by the CPT end date. Working outside of the authorized CPT dates is a violation of student's visa status and may result in termination of F-1 visa or loss of future employment benefits in the USA.**

### Application Requirements:

The following documents must be submitted to the Office of International Affairs prior to the add/drop period to determine eligibility for CPT.

1. Complete Curricular Practical Training (CPT) Request Form. Form must be signed by Student, Internship Supervisor, Academic Advisor or Program Chair, and OIA.
2. Name and course number of the internship for which you will be earning credit, and the semester in which the course credit will be earned.
3. Original, **signed** letter from prospective employer specifying begin and end dates, hours per week, if paid or unpaid, and location of training/employment (*see page 3 for details to include in offer letter*).
4. Current Passport (valid 6 months into the future)
5. Current Visa
6. Form I-94
7. Copy of student's class schedule in which student is enrolled for internship credit.
8. Copy of student's degree plan showing internship/practicum course.

**Note: Once the above documents have been submitted to OIA, a new I-20 will be issued to the student in 7-10 business days. We will notify you by your student email when you may pick up your updated I-20.**

Office of International Affairs  
+1 -210-784-1309  
International.Affairs@tamusa.edu  
One University Way, CAB 434  
San Antonio, Texas 78224





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## Office of International Affairs

### CPT Job Offer Letter Requirements (from employer) includes:

- Written on employer's letterhead
- Date of letter
- Student's full legal name and US address
- Company name
- Student's job title
- Detailed description of student's job responsibilities and how they relate to the student's academic program.
- CPT start date and end date (MM/DD/YYYY to MM/DD/YYYY).  
**Note: start date must be at least 7-10 business days after your CPT Form submission to OIA.**
- Number of hours working per week and total number of hours required for the internship.
- Indicate whether the internship is paid (with amount) or unpaid.
- Physical address where CPT internship will take place (street address, city, state, zip code). If the position is remote, indicate the location from which you will be working.
- Statement that the position is temporary or short-term.
- Acknowledgment that the job is for training as part of student's required degree program.
- Name, title, and email address of the on-site internship supervisor.
- Includes a signature from a representative of the employer's organization with name, title, phone, and email contact information.
- Employer emails letter directly to [rgolla@tamusa.edu](mailto:rgolla@tamusa.edu) or [international.affairs@tamusa.edu](mailto:international.affairs@tamusa.edu)

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Office of International Affairs

Section I: Student Information

\_\_\_\_\_  
Last/Family Name

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
J#

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
U. S Physical/Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

I am attending (name of university) \_\_\_\_\_

I am enrolled in:  Undergraduate Program

Graduate Program

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Major

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Section II: Course Information

Course Title \_\_\_\_\_

\_\_\_\_\_  
Course code & number

\_\_\_\_\_  
Number of Credit Hours

\_\_\_\_\_  
Academic Semester

Explain how the employment is curricular to your field of study

I will be enrolled under the supervision of:

\_\_\_\_\_  
Faculty Member:

\_\_\_\_\_  
Signature

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### Student Statement of Understanding

I understand that by applying for this benefit, I must comply with the following:

- I will not work until CPT has been authorized on page two of my new Form I-20.
- I will not work before my CPT start date or after my end date.
- I understand that I am restricted to the dates, sites, and number of hours listed on my Form I-20.
- I will not make any changes to my CPT without the prior, written approval of the Office of International Affairs (OIA).
- I will only work the number of hours per week authorized on my I-20 CPT.
- I will notify the Office of International Affairs of any changes to my name, address, or employment information within 10 days.
- I will enroll and maintain full-time F-1 student status during the fall and spring semesters.
- I understand that my failure to comply with these CPT regulations could result in the loss of my F-1 status and the denial of future employment benefits.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Section IV: To be completed by Academic Advisor**

The course is formally offered and an integral part of the established curriculum listed in the school catalog for the student's particular academic program:  Yes  No

The course is:  Required by the curriculum for all students      For credit      Both

The number of academic hours for the course and the total number of hours for the semester indicated above are acceptable:      Yes      No

The course is directly related to the student's major area of study:  Yes  No

Academic Advisor Comments on Students Internship:

Academic Advisor Name: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DSO/Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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