

## APPLICATION FOR CURRICULAR PRACTICAL TRAINING EMPLOYMENT AUTHORIZATION

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established program of study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the institution. You must have a job offer at the time of application.

There are two types of CPT:

1. Required part of program: the program requires employment in the field of study to graduate.
2. Non-required part of program: the practical experience is for credit and directly related to your field of study. You must be enrolled for course credit while engaging in this type of CPT.

### STUDENT ELIGIBILITY REQUIREMENTS

To apply, USCIS requirements state that you must:

- x Have been lawfully enrolled on a full-time basis for at least one academic year (except graduate students)
- x Be in lawful F1 status at the time of applying for CPT
- x Have a job offer.

### PARTTIME CPT VERSUS FULLTIME CPT

Part-time CPT: Employment for 20 hours or less per week is considered part-time CPT. Though there is no limitati

## Instructions

1. Make an appointment with Ann Robinson (arobinso@daemen.edu) in the Global Programs Office.
2. At your scheduled appointment, you must bring the following:
  - a. The completed Supervising Faculty Recommendation for CPT

For non-required CPT, GPO will be checking registrar records to determine whether or not you are signed up for the appropriate course. If you are not registered for the course, your application for CPT will not be approved. You are required to be registered for the course during the entire semester and complete it at the end of the semester.

- b. A copy of the job offer letter you obtained from the employer. The job offer letter must contain the following information:

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## Supervising Faculty Recommendation for CPT

Curricular Practical Training (CPT) employment, which is an integral part of an established curriculum, is available to F1 students who have been lawfully enrolled on a fulltime basis for at least two consecutive terms. To be considered for CPT, the work must not only be related to the major field of study, but also be an integral part of the curriculum. CPT is not meant to be a convenient employment opportunity for international students. Work must be a required part of the program of study.

There are two types of Curricular Practical Training:

1. Required part of program: the program requires employment in the field of study to graduate.
2. Non-required part of program: training opportunity which is credit-bearing and an integral part of the academic program.

Please note that for credit-bearing CPT, students must be enrolled in the related course during the semester they are engaged in CPT. Not all programs at Daemen University require employment in the field of study to graduate, but non-credit CPT is available for students who are not required to complete CPT as a condition of graduation.

TO BE COMPLETED BY SUPERVISING