THE NEW SCHOOL

F-1 CURRICULAR PRACTICAL TRAINING (CPT)
FORM AND INSTRUCTIONS FOR NON-PARSONS STUDENTS

TO BE COMPLETED BY STUDENT

Last Name:	First Name:	New School ID: **N00**
Educational Level: ☐ **Associates** ☐ **Bachelor** ☐ **Master** ☐ **Doctorate**		**Major:**
E-mail:	Phone Number:	Internship Term (Spring, Summer, Fall & Year):
Course Name & Number:		# of credits enrolled for:

I plan to be enrolled for the above course during the semester/summer of internship and understand that failing to enroll voids the work authorization. If my work authorization is voided, I understand that I may not be eligible for further F-1 student benefits.

Student's Signature: Date:

TO BE COMPLETED BY EMPLOYER

Name of Company:		Name of Supervisor:
Company Address:		
City:	State:	Zip:
Phone:	Salary/Wage/Compensation:	Number of hours per week:
Start Date:	End Date:	Internship Job Title:
Brief description of what type of work will done and what will be learned:		
Employer's Signature:		Date:

ACADEMIC ADVISOR: Please complete the following:

How does this CPT meet the student's academic objective? (If you need more space please write a letter or attach an additional sheet to this form):

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Is this the student's final semester? ☐Yes ☐No

If yes, please indicate the date by which all degree requirements are anticipated to be completed (mm/dd/yyyy): ___/___ /20__

This CPT is: ☐ **Required** (all students in this major must complete an internship or fail to graduate from this program)
If the student is enrolled in a course, please give the following information:

Course Name & Number: _____

Semester Enrolled: _____

Internship Coordinator Name & Phone #: _____

☐ An "**integral part** of the student's curriculum". It is recommended that the student complete the internship to complement their academic program.

Course Name & Number _____

Semester Enrolled: _____

Course Instructor: _____

Academic Advisor signature:	Date:
Name & title (print):	Phone:
Department	E-mail:

F-1 CURRICULAR PRACTICAL TRAINING

What is Curricular Practical Training?
Curricular Practical Training (CPT) is an employment option available to F-1 students where the practical training employment is considered to be an integral part of the curriculum or academic program. According to the immigration regulations, this employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree (as defined in the course catalog) or for which academic internship credit is awarded.

Who is eligible for Curricular Practical Training?
Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in lawful full-time status (e.g., F-1, G-4, H-1, etc.), including enrolling full-time each semester. Your employment must be an integral part of your degree program or requirement for a course (as defined above), and your job offer related to your major or field of study. You must have an offer of employment offering work that qualifies as curricular practical training. **ESL students are not eligible for CPT.**

If I use Curricular Practical Training, will the time be deducted from the twelve months of optional practical training?
The time you spend on curricular practical training will not be deducted from the twelve months of allowable optional practical training UNLESS you use 12 months or more of **full-time** curricular practical training. (Note: "full-time CPT" is anything over 20 hours per week.) For more information, please consult with an ISS advisor.

Can I change the number of hours I work per week?
CPT is either approved for "part-time" (less than 20 hours per week) or "full-time" (greater than 20 hours per week. If you want to work over or under your approved limit, you must first request a new CPT authorization from ISS.

Can I do a summer internship?
Yes, summer internships are possible with departmental approval and proper summer course registration.

Do I need a Social Security Number?
Yes, if you will be paid for your work you will need a valid Social Security number. Please check the appropriate box on the ISS request form when submitting your application.

Is there a limit on how much I can be paid?
There is no limit on the hourly wage you may be paid.

How do I apply for Curricular Practical Training?
Your first step is to contact the ISS advisor to evaluate your eligibility for curricular practical training and the proposed employment opportunity to determine whether or not both you and the job meet the eligibility requirements. If all eligibility requirements are met, you will need to present ISS with a completed CPT Request Form signed by your academic adviser or department chair.

What proof of employment authorization can I give my employer?
Your I-20 form for curricular practical training authorized by your ISS advisor is all you will need to provide your employer. Within the first three days of beginning work you and your employer must complete a form entitled Employment Eligibility Verification (INS Form I-9). This form will be kept on file by your employer and must be updated each time you receive a renewal of your work permission. Your I-20 with curricular practical training employment page (Page 3) should meet the documentation requirement of the I-9.

Can I change jobs after I've been approved for CPT?
NO. If you change employers while on CPT, you need to file a new CPT application. CPT is employer specific; you can only work for the company that you have authorization to work for on your I-20. Speak to an ISS advisor for more information.

Can I work at more than 1 job on CPT at the same time?
Yes. Some students may want to do a combination of 2 jobs during the same semester. This can be done providing that the total hours do not exceed 20 hours a week. Students must follow the same instructions and complete a CPT form for all internships.

When can I begin work?
You are authorized for specific dates of employment on your I-20. **You may not begin before the start date or continue working after the end date**. If you expect you will need to work past your end date, you must reapply for CPT and be approved by ISS. If you work past the end date, you will be working illegally and could lose future immigration benefits.

Can I work after I finish my degree?
CPT cannot be authorized beyond the end date of your academic program. To work after finishing your studies, please contact ISS for information about OPT.

CPT INSTRUCTIONS

- Schedule an appointment with an ISS advisor
- Submit completed Parsons Internship Work Contract **OR** CPT Form signed by the employer and your department chair
- Submit ISS Service Request https://newschool.dormpro.com/forms/ISS_ServiceRequest.html
- Submit offer of employment from prospective employer
- Submit proof of registration for internship: obtain printout from the Cashier Office or ALVIN printout.

YOU MAY NOT START WORK UNTIL YOUR I-20 HAS BEEN ENDORSED AND CPT APPROVED.

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