



CURRICULAR PRACTICAL TRAINING

General Information: Curricular Practical Training (CPT) is a type of off-campus work authorization for F1 international students. Students whose program of study requires an internship or whose academic advisor can verify that the internship is academically integral to the academic program may be eligible to apply. The internship must be directly related to the student's major field of study and the student must enroll for credit. CPT authorization is employer specific; students must have a job offer.

Eligibility: Students must be in valid F1 status, and must have been enrolled full-time for one academic year prior to engaging in CPT. The exception to this would be a graduate level student whose program requires immediate participation in an internship.

Part- or Full-time Authorization: Most CPT is authorized on a part-time basis during the Fall and Spring semesters. Students are eligible for full-time CPT authorization during the summer and winter breaks. Full-time CPT during Fall and Spring semesters is approved on a case-by-case basis, typically when it is a required to complete dissertation research.

Application: Before applying for CPT, students must secure a job offer and discuss credit-earning options with their academic advisor. Students should allow at least **5 business days** for CPT application processing and **MUST NOT** begin working until they have received CPT authorization noted on an updated I-20. This is especially true in the case of a CPT extension. If an extension is not authorized, then the student must stop working by the original CPT end date noted on the I-20.

Remember, CPT can only be authorized by Boise State University's International Student Services. CPT is only authorized on a semester-by-semester basis.

A complete CPT application must contain the following documents (student teaching participants need only submit items 1 & 2):

1. A completed CPT Advisor Verification Form (attached)
2. A copy of the *approved* Boise State Internship Application Form (or confirmation of enrollment in student teaching)
3. A signed offer letter on official letterhead from the employer including the following information:
 - Job/internship title
 - Physical location where the student will be employed
 - The start and end dates of the employment period
 - The number of hours/week the student will be expected to work
 - A detailed description of the work the student will be doing

Please contact Ruth Prince at ruthprince@boisestate.edu or 426-3720 with any questions.



Advisor Verification Form – Curricular Practical Training

TO BE COMPLETED BY STUDENT

Name: _____ Boise State ID #: _____

Employer’s Name: _____

Location of employment (City and State): _____

Employment Start Date: _____ Employment End Date: _____

Approximate number of hours you expect to work each week: _____

Note to student: In order to be approved for CPT employment authorization, this form must be submitted to International Student Services with the approved Boise State University Internship Form and an offer letter from the employer at least 5 business days prior to the employment start date.

TO BE COMPLETED BY ADVISOR

The student named above is requesting off-campus work authorization as allowed by the Department of Homeland Security. International Student Services must verify that the work provides experience which supplements the academic program of study in a meaningful way. As the student’s academic advisor, you are asked to confirm that the credit(s) awarded for this internship will count toward degree completion. If you have any questions, please contact Ruth Prince at ruthprince@boisestate.edu or 426-3720.

Student’s expected date of graduation: _____

Explain how this internship relates to the student’s field of study and serves an academic purpose.

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I certify that this internship (please check all that apply):

- Is required to complete the student’s degree
- Is an integral part of an established curriculum (i.e., earning credit toward the degree program)
- Adds meaningful experience to the academic program
- Is a student teaching experience and will be completed in accordance with the College of Education Field Guide

Name of Advisor

Signature of Advisor

Advisor Phone Number or Email

Date