If you are a J-1 student visa holder, please make an appointment with an ISSS adviser for further instructions regarding your work authorization, as this form does not apply to you.

### CURRICULAR PRACTICAL TRAINING (CPT):

Curricular Practical Training (CPT) allows F-1 students to engage employment as long as it is an integral part of their curriculum. This employment includes: alternate work/study internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. In particular, according to the federal regulations (8 CFR, §214.2 (f)) "CPT is a type of off-campus employment authorization which permits international students with F-1 visa status to fulfill their degree program requirement. It is important to understand that CPT is ‘an integral part of an established curriculum’ (214.2)."

#### PRE-REQUISITES:

- Practical training must be an integral part of the curriculum still in progress and must be required by the academic program.
- Student must be receiving course credit throughout the CPT period.
- CPT must fulfill a specific academic objective; so, if an employment opportunity is solely sought because it is beneficial, relevant, or excellent professional/personal experience does NOT qualify for CPT.

#### ELIGIBILITY REQUIREMENTS:

- Student must have been enrolled for three consecutive terms prior to engaging in CPT.
- Student must maintain full time status during CPT, which includes co-op credits.
- Student must receive the Registration Agreement form signed by the Steinbright Career Development Center prior to submitting it to the ISSS office.
- Student must obtain work authorization by ISSS prior to the beginning of employment.

#### STUDENT ACKNOWLEDGMENT (To be reviewed by the student):

- I understand that I must fill out the form completely and clearly with the employer’s information before submitting to ISSS.
- I understand that my CPT participation must fulfill a specific academic objective and that I may not use Optional Practical Training (OPT) work authorization to fulfill my degree program requirements.
- I understand that my CPT start date must be consistent with the University’s official term start date and must not exceed the next term start date.
- I understand that when there is an early training requirement, I need a written explanation from my employer in order to have an early CPT employment start date. This request must be approved by the Steinbright Career Development Center prior to ISSS granting the authorization.
- I understand that any CPT employment end date adjustment has to be approved by the Steinbright Career Development Center in writing first. Upon approval, ISSS will proceed with further adjustment.
- I understand that if I work on a Full Time (FT) co-op for more than 364 days in the United States, I will not be eligible to apply for any OPT.
- I understand that my authorization is limited to the employment as outlined in this agreement.
- I understand that I must promptly update ISSS of any employment interruptions and/or changes while on CPT.
- I understand that ISSS may request additional information at any time during the CPT application process.
- I understand that ISSS requires a minimum of three business days to review and authorize my CPT request.

#### STUDENT’S SIGNATURE:

By signing below I verify that I understand the above rules and regulations pertaining to my CPT authorization and I confirm that I will consult with ISSS if I am unclear about my rights and the requirements pertaining to my employment options.

Last Name (as it appears in passport)  First Name  Drexel ID#

Student’s Signature: X _________________________________  Today’s Date:  ____/____/____ (mm/dd/yy)

For any questions on the above please contact isss@drexel.edu

#### FOR ISSS USE ONLY

Approved  Denied, Reason for Denial

Initials: ISSS DSO

SEVIS Processing Date:  ____/____/____ (mm/dd/yy)