

## Curricular Practical Training for F-1 Students

### Computer Science, Electrical Engineering and Operations Research/Financial Engineering, Finance, and WWW MPA Internship,

Curricular Practical Training (CPT) is employment that is directly related to your field of study and that is an integral part of an established curriculum. It is an internship, practicum, or other type of employment that is either *required* for the degree program or *taken for credit* toward the degree.

#### To be eligible for CPT, you must document that:

- you are currently in F-1 status;
- you have been in lawful status and a full-time student for at least one academic year (for example, an F-1 student who was previously a full-time student having F-2 visa status can count the time as an F-2 full-time student toward the academic year requirement).

#### CPT may be authorized:

- only if you have a job offer from a specific employer with established beginning and ending dates
- part-time or full-time
  - part-time is up to 20 hours per week
  - full-time is anything more than 20 hours per week.

***Please note: If you are authorized for Curricular Practical Training totaling 12 months of full-time employment or more you lose your eligibility for all Optional Practical Training (OPT). Participation in part-time CPT does not affect eligibility for OPT.***

#### To apply for CPT, you must bring the following to the Office of Visa Services:

- Advisor's Recommendation Form (attached), completed and signed by your academic advisor, indicating that the employment will be credit bearing, that you have registered for the credit, and that the employment is an integral part of the academic program, WWS MPA students may bring a letter from the Asst. Dean for Graduate Education in lieu of the attached Advisor's Form;
- a letter from your employer indicating the **job title, dates of employment, number of hours of work per week, place of employment,** and a **brief description of the work;**
- your original I-20 (we will endorse permission for CPT on the original and return it to you);

Note: When you bring the documents above to OVS, we will fill out an I-538 form. Please make an appointment to see Jennifer McNabb (258-1445 or [jmcnabb@princeton.edu](mailto:jmcnabb@princeton.edu)) to review your documents and complete the I-538.

#### Additional information:

- Curricular Practical Training may not begin until you pick up the endorsed I-20 from the Office of Visa Services. All CPT authorization must be obtained **before** any work commences. Estimated processing time is between 3-5 days, so please take this into consideration when considering your start date.
- Follow the same procedures for authorization of both paid and unpaid CPT.
- A new application is required if there is any change of employer or if the employment ending date expires.
- Please note that the earliest you may begin an internship is June 1. The end date of an internship for all students is Registration Day during the fall term.

**Curricular Practical Training for F-1 Students**  
**Computer Science, Electrical Engineering, Operations Research/Financial Engineering,**  
**Finance, and WWS MPA**

**Advisor's Recommendation Form**

The following information is required by the Immigration and Naturalization Service for our office to process the following student's request for Curricular Practical Training. Please contact Jennifer McNabb (258-1445 or jmcnabb@princeton.edu), International Graduate Student Advisor, if you have any questions.

Student's Name: \_\_\_\_\_

Local phone or e-mail address: \_\_\_\_\_

I. Expected date of completion of studies/graduation: \_\_\_\_\_

II. This student has been offered employment with the following company:

**Employer's name:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
**(required)** **Street Address**

\_\_\_\_\_

<b>City</b>	<b>State</b>	<b>Zip</b>
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III. Dates of employment

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

IV. Number of hours of work each week: \_\_\_\_\_  
(please note that the student's authorization will be limited to the number of hours indicated here):

V. The student will enroll in (please circle) COS/ELE/ORFE/FIN Course Number \_\_\_\_\_ for credit.

The employment is an optional internship that will be taken for credit (not audit). Start date is no earlier than June 1, and a final paper/project is required.

VI.  The student will participate in the required summer internship for Master's candidates in Public Affairs.

Name of Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Telephone or email for advisor: \_\_\_\_\_