Curricular Practical Training (CPT)

Submit to HIC: □ This CPT form □ Original I-20 □ Letter from Employer □ Course Syllabus

This CPT satisfies a required:
□ Internship     □ Field Experience   □ Research Project
Course Title: ___________________________ □ Fall    □ Spring    □ Summer    Year: ______

Is this your last semester at KCC? □ Yes □ No
If “YES”, complete the following first:
♦ Make sure that your I-20 end date matches your graduation date. If not, turn in your I-20 to HIC and request for a shorten I-20 end date.
♦ Submit a completed Reduced Course Load Form if taking less than 12 credits in your last semester

Student Name: ___________________________ Supervisor’s Name: ___________________________
UH ID #: ________________________________ Company Name: ____________________________
Address: ________________________________ Address: ________________________________
City: ____________ State: HI Zip: ________ City: ____________ State: HI Zip: ________
Phone Number: __________________________ Phone Number: __________________________

Describe the proposed employment for Curricular Practical Training:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

You must specify the following in order for your application to be processed. The start and end dates listed on this form must match the dates in your employer’s letter.

Start Date: ________________     End Date: ________________

□ Part-time (20 hours per week or less)  OR  □ Full-time (over 20 hours per week)

***IMPORTANT: YOU MAY NOT BEGIN WORKING UNTIL YOU RECEIVE YOUR WORK APPROVAL FROM HIC. Failure to obtain approval prior to working is a violation of your F-1 status. It will take up to 5 business days to process your request.***

Student Signature: __________________________________________     Date: __________________

Instructor/Advisor Name: _______________________________________
Signature: ___________________________________________     Date: ________________

Please explain how this Curricular Practical Training is a required part of the coursework or assignment for the class.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Instructor/Advisor Name: _______________________________________
Signature: ___________________________________________     Date: ________________
CURRICULAR PRACTICAL TRAINING (CPT) FOR F-1 STUDENTS

What is Curricular Practical Training (CPT)?
CPT is a work benefit that enables qualifying F-1 visa students to be employed off-campus before they complete their program.

What are the eligibility requirements?
- Enrollment for at least one full academic year in the credit program
- Employment must be directly related to your major/field of study and tied to class credit
- Applicable mainly to A.S. degree students
- Must have a job offer

How do I apply for CPT?
1) Attend a CPT workshop at HIC
2) Obtain a written job offer from your prospective employer
3) Complete CPT application and obtain a signature from your instructor or program counselor
4) Bring your CPT application, original I-20, a letter from your employer, and a copy of your course syllabus to HIC
5) Pick up CPT permit (printed on page 3 of your I-20) within 5 business days

How many hours per week can I work?
- CPT may be part-time (20 hours/wk or less) or full-time (more than 20 hours/wk).
- Full-time CPT of 12 months or more will result in you losing your eligibility for the 12 months of Optional Practical Training that is available when you complete your academic program.

May I change employers during the authorization period?
- CPT is authorized for a specific employer.
- You can change employers or have more than one job, as long as you have your instructor’s approval and complete the entire application process again.

When can I start working?
- You can only work during the authorized period entered on page 3 of your I-20.
- It is your responsibility to let your instructor and employer know that you are an international student and cannot begin working without proper employment authorization from HIC.
- See the chart below for authorized durations of CPT.

***A Note of Caution: Working without authorization is a serious violation of your status***
Sample Job Offer Letter from Student’s Employer
(must be on company letterhead and signed by the employer)

{Date}

Dear Honda International Center,

This letter is written to support the application for Curricular Practical Training of {Student’s name}. {Student’s name} has been offered the position of {job title} and will be working for {name of company} beginning on {date employment begins} or as soon as all the necessary paperwork is processed. We expect to employ {Student’s name} through {date employment ends}. This period of employment corresponds to the time allowable for {Student’s name} Curricular Practical Training period.

Signature
Title