



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: <u>HI</u> Zip: _____	City: _____ State: <u>HI</u> 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: _____

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