



**IMPORTANT: DO NOT BEGIN WORKING UNTIL YOU HAVE RECEIVED AUTHORIZATION FROM UCF GLOBAL. WORKING OFF-CAMPUS WITHOUT AUTHORIZATION IS A VIOLATION OF F-1 STATUS.**



### WHAT IS CPT?

Curricular Practical Training (CPT) is a temporary employment authorization benefit extended to F-1 students in degree-granting programs to gain practical experience (paid or unpaid) that is directly related to their field of study. CPT is defined in 8 CFR 214.2(f)(10)(i) as an “alternative 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” and may be authorized for training that is an “integral part of an established curriculum.”

### DIFFERENT WAYS TO USE CPT

You may pursue either one of the following options for CPT to be considered an integral part of your curriculum:

#### » Required Internship or Practicum.

*Participating in an internship or practicum is a requirement of your program that is necessary for graduation. Students will be enrolled in their department's internship/practicum course. (Please note: Students with a required internship/practicum do not need to go to Experiential Learning for their CPT paperwork.)*

#### » Academically Recommended Internship through Experiential Learning.

*If your program does not have a required internship or practicum or you have met the program internship requirement and want to pursue additional internship opportunities, you may be eligible for CPT if participating in practical training would be academically recommended to enhance and supplement your in-class learning. Academically recommended internships are approved through UCF Experiential Learning (EL) prior to the CPT authorization being granted by UCF Global. If your internship meets Experiential Learning's internship requirements and is approved by your department, EL will register you in the 1 credit course which will appear on your transcript. You must complete the EL internship course requirements including working a minimum of 100 internship hours, completing all course assignments, and receiving an acceptable Employer Evaluation to receive a "Satisfactory" grade. Failure to complete the Experiential Learning course with a grade of "Satisfactory" will disqualify you from future participation in Experiential Learning internship courses.*

**CPT can be done either part-time or full-time during each of the fall, spring, and summer semesters.**

#### PART-TIME

- 20 hours per week or less
- Time accrued does not affect Optional Practical Training (OPT)
- Students may choose to continue working on-campus up to 20 hours per week.

#### FULL-TIME

- 21- 40 hours per week
- Students who receive 365 days or more of full-time CPT at the same academic level are ineligible for Optional Practical Training (OPT)
- Students may not work on-campus while on full-time CPT.

### ENROLLMENT WHILE ON CPT

All students pursuing CPT must be enrolled in either their department's internship/practicum course or Experiential Learning's Internship Course. If the internship opportunity is not required, the student must receive credit for the training. Additionally, students pursuing CPT in the fall or spring semesters must maintain full-time enrollment\* while on CPT. Students pursuing CPT over the summer semester who are not graduating in that summer semester are only required to enroll in the internship, practicum, or Experiential Learning course. However, students pursuing CPT over the summer who plan to graduate that same summer semester are required to maintain full-time enrollment\*.

*\*Students in their final semester who have filed an “Intent to Graduate” may submit a [Reduced Course Load](#) request if they have less than a full course load of classes left to meet graduation requirements.*



### ELIGIBILITY REQUIREMENTS

- » Must be in valid F-1 status to apply for CPT.
- » Must have been enrolled full-time for at least one academic year in a degree-granting program immediately preceding the CPT on the same SEVIS record. An academic year is defined as both a fall and a spring semester. Summer semester does not count toward the academic year requirement. The academic year of enrollment must be at the same degree level, except in the case of undergraduate students who transferred directly to UCF after completion of an Associate's degree (such as through DirectConnect to UCF).
- » Semesters of enrollment with an approved Reduced Course Load count toward the academic year requirement.
- » Continuous enrollment in another visa status or in another program at the same degree level may also count toward this requirement upon review by a UCF Global Immigration Advisor.
- » Students must be in a degree-granting program. The Intensive English Program and Global Achievement Academy programs are not eligible.
- » CPT employment must be off-campus and not considered on-campus employment. (Exceptions may be reviewed on a case-by-case basis.)
- » Employment must be an integral part of the student's curriculum and directly related to the student's primary field of study.

**UCF Global makes the final determination of eligibility for CPT.**

**Students may not begin working until the CPT start date listed on the I-20 issued by UCF Global.**

### CPT DATES AND DEADLINES

Since CPT is curricular in nature and tied to enrollment in an internship, practicum, or Experiential Learning course, CPT is authorized on a semester-by-semester basis. **Students are encouraged to apply early! Same day processing of CPT is not guaranteed.** Refer to the table for application timeframes. Students who are doing a required internship should connect with their department for deadlines and any additional paperwork, if applicable.

**You cannot begin employment until the CPT start date listed on your I-20 that will be issued by a UCF Global Immigration Advisor.**

SEMESTER	EARLIEST INTERNSHIP START DATE	CLASS BEGINS	LAST DAY TO APPLY (Required Internship)	LAST DAY TO APPLY (Recommended Internship)	LAST DAY TO END CPT (Graduating Students)	LAST DAY TO END (Continuing Students)
Fall 2022	Aug. 8, 2022	Aug. 22, 2022	Aug 26, 2022	Sept. 2, 2022	Dec. 17, 2022	Jan. 8, 2023
Fall B 2022	Sep. 26, 2022	Oct 10, 2022	N/A	Oct. 21, 2022	Dec. 17, 2022	Jan. 8, 2023
Spring 2023	Dec. 26, 2022	Jan. 9, 2023	Jan. 13, 2023	Jan. 20, 2023	May 4, 2023	May 14, 2023
Spring B 2023	Feb. 13, 2023	Feb. 27, 2023	N/A	March 10, 2023	May 4, 2023	May 14, 2023
Summer 2023	May. 1, 2023	May. 15, 2023	May. 19, 2023	May. 26, 2023	Aug. 4, 2023	Aug. 20, 2023
Summer B 2023	Jun. 12, 2023	Jun. 26, 2023	Jun. 30, 2023	Jul. 7, 2023	Aug. 4, 2023	Aug. 20, 2023



*\*Dates will be added once the [UCF Academic Calendar](#) is published.*

*Students registering for the first time after the registration period on the [UCF Academic Calendar](#) may incur a late registration [fee](#).*

### HOW TO APPLY

#### Step 1: Review

Review this application packet thoroughly. If you have specific questions about CPT after reading this packet, or are uncertain about your eligibility for CPT, contact UCF Global to schedule an appointment with an immigration advisor.

#### Step 2: Job Offer

CPT authorization is employer and date specific so you must have a job offer to apply. You must have a letter from the employer on letterhead that contains the following information. If you do not have a Social Security Number, please advise your potential employer of this in advance to discuss their hiring policies, prior to accepting an offer of employment. Some employers will not allow an employee to begin working until they receive their Social Security Number.

A sample letter is available on page 9 of this packet.

- ☐ Name of employer and physical address where you will work
- ☐ Supervisor name, title, direct phone number, and email address
- ☐ Start and end dates of employment (MM/DD/YYYY)
- ☐ Job title and description of job duties
- ☐ Number of hours to be worked per week
- ☐ Hourly rate of pay (if applicable)
- ☐ Statement that the employer will be cooperating with the school in achieving the curricular purposes of the Curricular Practical Training by completing an evaluation if required by the student's internship course

#### Step 3: Complete the Student CPT Application

Ensure that you have completed all fields of the Student CPT Application including the statement of intent and academic learning outcomes.

#### Step 4: Meet with your academic advisor, internship coordinator, or academic program coordinator.

Review your job offer and completed CPT application with your academic advisor, internship coordinator, or academic program coordinator. They should indicate on the CPT form their recommendation of the academic appropriateness of your proposed CPT participation by completing Part I of the Academic Recommendation Form.

#### WHO SHOULD SIGN PART I OF MY ACADEMIC RECOMMENDATION FOR CPT

Undergraduate and Graduate students with required internship	Internship Coordinator
Undergraduate students with academically recommended internship	Academic Program Coordinator
Graduate students with academically recommended internship	Academic Advisor

**Step 5: Meet with Experiential Learning (for students pursuing an academically recommended internship only)**

Prior to meeting with EL, please do the following:

- ☐ Make sure there are no holds on your student account, which would prevent registration
- ☐ Complete and Submit an Experience Form on Handshake:
  1. Log in to Handshake at <http://www.csel.ucf.edu/>
  2. Click on "Career Center" from the top, then "Experiences"
  3. Click on "Request an Experience" on the top right corner
  4. Attach your CPT Packet and Offer Letter to the Experience Form
- ☐ Schedule an Appointment with an EL Faculty via Handshake:
  1. Log in to Handshake at <http://www.csel.ucf.edu/>
  2. Click on "Career Center" from the top
  3. Click on "Appointments" then on "Schedule a New Appointment"
  4. Next choose "Experiential Learning" then click on "EL-CPT Application Q&A"
- ☐ Ensure you have a fully completed CPT application and job offer letter for your scheduled appointment with your EL Faculty

EL Faculty will determine if your internship meets Experiential Learning requirements. If approved, they will sign Part II of your Academic Recommendation for CPT form and register you in the Experiential Learning course.

**Step 6: Email all items on the CPT Checklist to UCF Global at [intladvising@ucf.edu](mailto:intladvising@ucf.edu). All CPT applications are reviewed electronically. (Walk-ins for CPT Processing are not accepted.)**

Your UCF Global Immigration Advisor will review your job offer letter, CPT application form, verify your enrollment in the internship, practicum, or Experiential Learning course, and will determine your eligibility for CPT. If approved, you will be issued an I-20 with your CPT authorization listed on page two. This will be sent to your Knights email. You may not begin working until you have received CPT authorization from UCF Global.

**If you will be participating in a paid internship/practicum and do not yet have a Social Security Number (SSN), you will need to apply for an SSN after your CPT is approved. Please notify UCF Global [intladvising@ucf.edu](mailto:intladvising@ucf.edu) at the time you submit your CPT application if you need to apply for an SSN.**

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**CPT CHECKLIST**

Bring all of the following to your appointment with a UCF Global Immigration Advisor. Your appointment will be rescheduled if your documents are incomplete.

- ☐ Job Offer letter containing all of the information listed in STEP 2.
- ☐ Completed CPT Student Application
- ☐ Completed Academic Recommendation for CPT Form
- ☐ Students seeking to meet the academic year requirement for CPT eligibility through continuous enrollment in another visa status or in another program at a school other than UCF must also submit a copy of their transcripts showing continuous enrollment.



### CPT STUDENT APPLICATION

*All fields required. Please type.*

UCF ID: \_\_\_\_\_ SEVIS Number: NO: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Expected Graduation Semester and Year: \_\_\_\_\_

I am currently working on campus: ☐ Yes ☐ No

Do you plan to continue in this position while on CPT? ☐ Yes ☐ No

If yes, list your on-campus employer/department: \_\_\_\_\_

Select one: ☐ Graduate Assistantship ☐ Graduate Fellowship ☐ On-Campus Job

Do you already have a Social Security Number (SSN)? ☐ Yes ☐ No

If no, has your employer confirmed that you may begin employment without an SSN? ☐ Yes ☐ No

Degree level: \_\_\_\_\_ Major: \_\_\_\_\_

I am applying for:

☐ Part-Time CPT (20 hours or less per week)

Number of Hours per Week: \_\_\_\_\_

☐ Full-Time CPT (21-40 hours per week)

Select one: ☐ On-Site Internship ☐ Virtual Internship

Requested Start Date (MM/DD/YYYY): \_\_\_\_\_ Requested End Date (MM/DD/YYYY): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address (where you will be working): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Briefly describe your job duties (2-3 sentences): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Full Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

### STATEMENT OF INTENT

In 4-5 sentences, describe how this job directly relates to your field of study and how you plan to apply the knowledge and skills developed through your coursework to this job.

\_\_\_\_\_

\_\_\_\_\_



### ACADEMIC LEARNING OBJECTIVES

List 2 things you hope to learn through participating in Curricular Practical Training.

1. \_\_\_\_\_
2. \_\_\_\_\_

### PREVIOUS CPT PARTICIPATION

List any previous CPT participation at your current degree level. Attach an additional sheet, if necessary.

Please note that using 365 days or more of full-time CPT causes you to be ineligible for Optional Practical Training (OPT).

From: _____	To: _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Registered Through: _____	<input type="checkbox"/> Department	<input type="checkbox"/> EL
From: _____	To: _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Registered Through: _____	<input type="checkbox"/> Department	<input type="checkbox"/> EL
From: _____	To: _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Registered Through: _____	<input type="checkbox"/> Department	<input type="checkbox"/> EL
From: _____	To: _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Registered Through: _____	<input type="checkbox"/> Department	<input type="checkbox"/> EL

### STUDENT CERTIFICATION

Please read and initial each statement.

I understand that while on Curricular Practical Training (CPT), I am required to abide by all immigration regulations governing F-1 visa status. I also understand, agree, and accept the following specific terms:

Initial

- \_\_\_\_\_ I have read and understand the UCF Global CPT Application for F-1 Students
- \_\_\_\_\_ I will work only within the dates authorized on my I-20 and only for the employer listed on my I-20.
- \_\_\_\_\_ I will show my original I-20 with CPT authorization to my employer prior to beginning employment.
- \_\_\_\_\_ I understand that CPT is approved on a semester-by-semester basis. If I wish to continue working beyond the expiration date of my CPT employment authorization, I will reapply for CPT prior to the expiration date. If I do not reapply, I will stop working on the date my CPT employment authorization expires.
- \_\_\_\_\_ I will maintain a full course of study during the fall and spring semesters.
- \_\_\_\_\_ I will maintain my enrollment in the internship, practicum, or Experiential Learning course.
- \_\_\_\_\_ I understand that I cannot change my CPT after it has been authorized.
- \_\_\_\_\_ If I was accepted into the Experiential Learning program, I understand that I must satisfactorily complete the course and submit all required work for the course by the deadlines established by the course instructor. I understand that failure to satisfactorily complete the course will cause me to be ineligible for future participation in the Experiential Learning program and Optional Practical Training may be the only option available to me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### ACADEMIC RECOMMENDATION FOR CPT

UCF ID: \_\_\_\_\_ Student Full Name: \_\_\_\_\_

Student Degree level: ☐ Bachelor's ☐ Master's ☐ Doctoral

Student Major: \_\_\_\_\_

### PART I:

**TO BE COMPLETED BY THE ACADEMIC ADVISOR, INTERNSHIP COORDINATOR,  
OR ACADEMIC PROGRAM COORDINATOR**

I have met with \_\_\_\_\_ (Student's Name) to review their job offer letter, statement of intent, and academic learning objectives and have found the proposed practical training opportunity, as presented to me, to be directly related to the student's major/program listed above.

### Choose one:

- ☐ This employment will be counted toward meeting a required internship or practicum component of the student's degree program. The student will be enrolled in the following internship or practicum:

**Course Name, Number:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

- ☐ This employment is academically recommended to enhance and supplement the student's in-class learning. The student will be referred to Experiential Learning for enrollment in the Experiential Learning Internship Course.

### Additional Comments:

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### I am the student's:

☐ Academic Advisor ☐ Internship Coordinator ☐ Academic Program Coordinator ☐ Department Chair or Dean

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

*Thank you. Please return this form to the student.*



### PART II:

#### TO BE COMPLETED BY EXPERIENTIAL LEARNING (FOR ACADEMICALLY RECOMMENDED INTERNSHIPS ONLY)

I confirm I have reviewed the student's job offer letter, Student CPT Application, and Part I of the Academic Recommendation for CPT form. The student's internship meets Experiential Learning's requirements and the student will be enrolled in the following course during the semester listed below:

Course Name, Number: \_\_\_\_\_

Semester: \_\_\_\_\_

☐ A Late Add Form will be submitted to the Registrar after the Add Deadline of the semester.  
Registration in the above mentioned course will appear shortly thereafter.

Additional Comments:

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EL Faculty Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

*Thank you. Please return this form to the student.*

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#### UCF GLOBAL USE ONLY

Academic Year Met: ☐ Yes ☐ No

Directly Related to Major/Program: ☐ Yes ☐ No

Enrollment in Internship, Practicum, or Experiential Learning Course: ☐ Yes ☐ No ☐ Late Add

Outcome: ☐ Approved ☐ Denied

Immigration Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

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☐ Sevis ☐ PS ☐ Scanning





### A NOTE TO EMPLOYERS

International students in F-1 status may be eligible to apply for Curricular Practical Training which is a type of practical training/employment authorization that is directly related to their field of study. As part of the application for this authorization, students need to submit a letter from the employer that provides some key details regarding the employment offer, as outlined in the sample letter below. Additionally, students are required to enroll in an internship course offered through their academic department or UCF Experiential Learning. These courses often require the student to submit an evaluation from their supervisor to complete the learning objectives of the course.

Thank you for in advance for your assistance in completing these steps. If you have any questions, you are welcome to contact UCF Global - International Student & Scholar Services at 407-823-2337.

**[Official Letterhead]**

**[Date]**

**[Student Name]**

**[Student Address]**

**Dear [Student Name],**

**[Company/Organization Name]** is pleased to offer you a position as **[Title of Position]**.

Below is the confirmation of the specifics regarding your position with our company.

- Employer Name:
- Physical Address where you will work:
- Position Title:
- Description of Duties/Job Description:
- Number of Work Hours Per Week:
- Hourly rate of pay (if applicable):
- Start date of employment: (MM/DD/YYYY)
- End date of employment: (MM/DD/YYYY)
- Supervisor name, title, direct phone number, and email address

I confirm that we will be cooperating with the University of Central Florida to achieve the curricular purpose of this work experience by providing you with the opportunity to gain practical experience in your field of study and by completing an evaluation if needed for your internship course. If you have any questions or need further information, please feel free to contact me.

**Sincerely,**

**[Signature]**

**[Name]**

**[Title]**