

FOR OFFICE USE ONLY
Current Enrollment Status
Cumulative G.P.A.
Today's Date
Initials

Curricular Practical Training Employment Authorization Application Packet

Name: _____ Howard I.D. #: _____

Current Local Address: _____

Current Local Telephone Number: _____

Immigration Admission Number: _____

SEVIS Number: _____

School/College at Howard: _____

Course of Study (Major): _____

When will you complete your degree? (Give month and year): _____

Level of Study (Check One):

Undergraduate

Graduate/Masters

Medicine

Graduate/Doctoral

Dentistry

Law

Language Program

PLEASE SUBMIT THE FOLLOWING:

- Curricular Practical Training Certification Form
- 1-538 Certification from Designated School Official (section A only)
- A Valid Passport
- Employment Offer Letter
- Employer Verification Form (Take to Career Services)
- Internship Data Sheet (Take to Career Services)

CURRICULAR PRACTICAL TRAINING

PURPOSE

Curricular Practical Training (CPT) was established by the United States Citizenship and Immigration Services (USCIS) to enhance a student's classroom instruction with practical experience. The employment experience must be directly related to the student's field of study. The USCIS has established narrow parameters for the use of this category. Curricular Practical Training must be integral to the academic program i.e. degree or credit requirement. During the semester the experience must be equivalent to the weight of the experience required, i.e. if the experience is for 12 credits, the student can be employed full time (40 hours) weekly; 6 credits- 20 hours weekly; 3 credits- 10 hours weekly; 1 credit- 5 hours weekly. If the CPT hours are less than full time, then the student must be registered for the remaining number of credits to make up the mandatory full time academic load. Listed below are the conditions under which students may be eligible for Curricular Practical Training:

ELIGIBILITY CRITERIA:

- ◆ Must be in good academic standing
- ◆ Must have been in valid F-1 immigration status
- ◆ Must have been in valid F-1 status for a minimum of 9 consecutive months immediately prior to submitting a CPT application – graduate students who are required to engage in a practicum may obtain eligibility in less than nine months

Student who meet the above criteria may apply for CPT for the following periods:

- Summer vacations – authorization may be granted for part time or full-time employment
- During the academic year prior to completing course work
- Following completion of all course work – you are required to maintain full-time registration status by registering for Dissertation Research (minimum of one credit hour) or Thesis Research (minimum of three credit hours) – authorization may be granted for part time or full-time employment.

ACCEPTABLE TYPES OF C.P.T WORK EXPERIENCES

Work Experience Required for Graduation

You are eligible to apply for Curricular Practical Training authorization if your academic program requires you to engage in off-campus employment experience. (For example, the Doctoral program in Psychology requires students to engage in 12 months of full-time employment as a counselor.) This degree requirement must be clearly stated in the Howard University Bulletin or equivalent official department publication.

Internship Courses Offered Through Departments

You may be eligible to apply for Curricular Practical Training if your academic department offers regularly scheduled internship courses for credit. The internship course must be offered by your academic department for work directly related to your program. Internship courses offered outside of your major do not qualify for Curricular Practical Training.

(OVER)

Co-operative Education Program

You may be eligible to apply for Curricular Practical Training if your academic department or School offers a Cooperative education program. All requests for Curricular Practical Training for Co-ops will be carefully reviewed by the International Student Advisor. Students must provide proof of registration for the Co-op, by attaching a copy of the Co-operative Education Agreement to their application and proof of registration in a class.

HOW TO APPLY

Bring the following documents to the ISS office:

- Valid Passport. (Passport should be valid for at least six months).
- Completed form I-538 (obtained from OISS)
- Employment offer letter listing the employer's name, location, and dates of employment.
- A completed Curricular Practical Training Certification Form signed by any of the following: an academic advisor, a faculty member, Chairperson, Academic Dean.
- Signed Employer Verification Form from the Career Services Office or the appropriate document from the Co-op Coordinator in designated schools.
- Internship Data Sheet.

Students who have previously engaged in 1 year or more of full time Curricular Practical Training are ineligible for Optional Practical Training.

The application process may take five days once the application is submitted to Office of International Student Services (OISS).

PLEASE RETAIN THIS FORM FOR YOUR RECORDS.

INTERNATIONAL STUDENT SERVICES
2400 6TH STREET, NW. G10, HOWARD UNIVERSITY, WASHINGTON, DC 20059
Tel: 202-806-2777

CURRICULAR PRACTICAL TRAINING CERTIFICATION FORM

Note for Academic Advisors and Deans: Students with F-1 immigration status are eligible to apply for authorization for practical experience considered integral to their major degree program. The student mentioned below wishes to apply for such authorization. To process that application, U.S. immigration regulations require that we verify the academic nature of the proposed experience. Please complete the advisor's section of this form to assist us in verifying the student's eligibility for curricular practical experience.

TO BE COMPLETED BY STUDENT

Family Name _____ First Name _____

Current Address _____

City State and Zip Code _____ Telephone # _____

Degree Major _____ Level (circle one) BA/BS MA/MS Ph. D CERT.

ID# _____ Immigration Status _____ Expiration Date _____

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN

The United States Citizenship and Immigration Services (USCIS) established Curricular Practical Training (CPT) to enhance a student's classroom instruction with practical experience. USCIS has established narrow parameters for use of this category to ensure the educational benefits of such practical experiences. The experience must be an integral component of the student's major field of study. Any experience designated as Curricular Practical Training must be a requirement of a degree program or credit experience. Listed below are the conditions under which students may be eligible for this type of practical experience.

I request that this student be granted Curricular Practical Training authorization because the student is:
(Please check the appropriate category/reason)

_____ required to engage in _____ hours of off-campus employment experience to complete his/her graduation requirements. *(Please attach a copy of the graduation requirement as printed in a University, school, or departmental publication)*

_____ is registered for a cooperative education program designed, planned and administered by Howard University. *(Please attach a copy of the cooperative education agreement)*

_____ is registered for internship course number _____ which is offered in the student's major area of study. *(Please attach a copy of course outline)*

_____ The CPT will enhance the student's knowledge in his or her field of study.

Advisor's Name – Please Print

Advisor's Signature

Date

Do not write here

Approved _____ Not Approved _____ International Student Advisor _____
Comments _____ Date _____

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (<i>Family in CAPS</i>) (<i>First</i>) (<i>Middle</i>)		2. Date of birth:
3. Student Admission Number:		4. Date first granted F-1 or M-1 status:
5. Level of education being sought:		6. Student's major field of study:

7. Describe the proposed employment for practical training:

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

___ Is taking a full course of study at this school, and the expected date of completion is: _____

___ Is taking less than a full course of study at this school because: _____

___ Completed the course of study at this school on (date): _____

___ Did not complete the course of study. Terminated attendance on (date): _____

Check one:

A. The employment is for practical training in the student's field of study, The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.

B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only

Instructions

A student seeking authorization for off-campus employment (F-1 only) or practical training (F-1 and M-1) must submit as supporting documentation to Form I-765, Application for Employment Authorization, a certification by the designated school official (DSO) of the school the student is attending or was last authorized to attend.

Certification by the DSO is required of all students (F-1 and M-1) seeking authorization for employment off campus or practical training, including required or optional curricular practical training.

The DSO must certify on Form I-538 that the proposed employment is directly related to the student's field of study.

Where to Submit Certification.

A copy of the DSO's certification must be mailed to: ACS Students/Schools (STSC) Section, P.O. Box 170, London, KY 40741. Overnight carrier deliveries must be sent to: ACS - INS, INS Students/Schools (STSC) Section, 1084 South Laurel Road, London, KY 40744.

All students requesting school certification must complete questions 1 through 6. Students requesting a recommendation for practical training must complete questions 7 and 8. Answers to questions 7 through 9 may be continued on this page, if needed.

Since the I-538 is used by the DSO for certification purposes, no fee is required for the submission of this form.

NOTE: M-1 students seeking extensions of stay must file a completed Form I-539, Application to Extend/Change Nonimmigrant Status, supported by a current Form I-20M-N, as appropriate. The I-539 application must be submitted to the INS service center that has jurisdiction over the student's residence.

Reporting Burden.

An agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it contains a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average 4 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Justice, Immigration and Naturalization Service, HQPDI, 425 I Street N.W., Room 4034, Washington, DC 20536; OMB No. 1115-0060.

DO NOT MAIL YOUR COMPLETED CERTIFICATION TO THIS ADDRESS.

Comments:

Howard University Career Services Office INTERNSHIP DATA SHEET

GENERAL INFORMATION (Please print clearly)

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip Code

Telephone: _____ E-Mail Address: _____

Cell Phone: _____ Effective Until: _____

Permanent Address: _____

Street

City

State

Zip Code

Permanent Telephone: _____

Gender: () Male	Racial/Ethnic Background:	() African American	() Hispanic
() Female		() Native American	() Caucasian
		() Asian Pacific Islander	() Other

Age: _____ Date of Birth: _____

Employment Eligibility: () U.S. Citizen () Permanent Resident () F-1
() Other: _____

(Note: International students must have USCIS approval to accept paid internships. For information on securing this approval, contact the Office of International Student Services at 202-806-7517)

ACADEMIC INFORMATION

Classification: Freshman () Sophomore () Junior () Senior () Graduate ()

Major: _____ Minor: _____ G.P.A.: _____

Expected Graduation Date: _____

EMPLOYER VERIFICATION FORM

The Career Services Office has verified

that _____
Company Name

Located at: _____
Street **Suite**

City **State** **Zip Code**

is a legitimate and appropriate internship/practicum site. The following student:

_____ _____
Name of Student **Student ID #**

May engage in Curricular Practical Training (CPT) or Optional Practical Training (OPT), at the above site, provided that all other requirements stipulated by the Office of International Student Services have been satisfied.

Signed: _____ **Date:** _____
Internship Coordinator
Howard University Career Service Office