

# *F-1 Curricular Practical Training*

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Temporary employment for curricular practical training may be authorized under certain circumstances. Such employment must not only be related to your field of study, but must also be a required or integral part of your studies. Training which is **required** by your degree program always meets the requirements for curricular practical training, regardless of whether or not you receive academic credit for your work. Training which is not required by your degree program may meet the requirements for curricular practical training if you receive **academic credit** for the employment experience, and it is an **important or integral part of your studies. Full-time summer curricular practical training jobs must end before the first day of classes in the fall semester.** Curricular practical training is authorized by a designated school official upon receipt of the proper application materials, outlined below.

Unless you are in a graduate program that requires curricular practical training, you must have completed nine months in F-1 status in order to apply for curricular practical training. If you participate in twelve months or more of **full-time** curricular practical training, you lose your eligibility to apply for optional practical training after you complete your studies. Participation in part-time curricular practical training does not affect your eligibility for optional practical training.

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## **For Optional Employment Important or Integral to Your Degree Program**

Make an appointment with a designated school official and bring the following:

1. Your SEVIS I-20 together with any previous I-20(s) you have
2. Passport
3. Proof of your enrollment to fulfill any previous curricular practical training authorizing requirements. This requirement does not apply to you if this is your first application for curricular practical training.
4. Letter from your academic adviser on department letterhead stating:
  - Your name, degree, date of completion or graduation, and field of study
  - The name and location of your employer, including the full address (number, street, city, state & zip code)
  - The dates of your employment
  - The nature of your curricular practical training job
  - Why the curricular training is an important or integral part of your degree program
  - That you are/will be enrolled for academic credit, along with the name and number of the course corresponding to that credit

- The exact number of credits you will receive, and the semester in which you will receive the credit
- If the employment for curricular training is to be full-time or part-time (total employment cannot exceed 20 hours per week during the academic year)

### **Academic Credit Notes:**

1. You must be enrolled during the semester(s) of your curricular practical training work.
2. You must update your address for the period of your curricular practical training.
3. Most students receive independent study credit to fulfill the curricular practical training requirements. In some cases, however, the proposed employment relates directly to thesis or dissertation research. In this case, it may be appropriate to apply thesis credit to the curricular practical training experience. If you plan to use thesis credit towards curricular practical training, your adviser must incorporate information about how this job relates to your thesis/dissertation work in the recommendation letter.
4. You must maintain your full-time student status during the Fall and Spring semesters.

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### **For Employment Required by Your Degree Program**

Make an appointment with a designated school official, and bring the following:

1. Your SEVIS I-20 together with any previous I-20(s) you have
  2. Passport
  3. Proof of your enrollment to fulfill any previous curricular practical training authorization requirements. This requirement does not apply if this is your first application for curricular practical training, or if you previously participated in curricular practical training required by your degree program.
  4. Letter from your academic advisor, on departmental letterhead, stating:
    - Your name, degree, date of completion or graduation, and field of study.
    - The nature of your curricular practical training job (including dates).
    - The curricular practical training is a **required** part of your degree program.
    - If the employment for curricular practical training will be full-time or part-time.
    - The number of months that you will work.
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