

Curricular Practical Training (CPT) Policy and Procedures

Curricular Practical Training (CPT) is workplace experience or employment that is directly related to your field of study, appropriate for your degree level, and a required or integral part of an established curriculum. As per SEVIS/U.S. Department of Homeland Security regulations, this training (paid or unpaid) includes, but is not limited to, observation, fieldwork, internship, practicum, employment, or any other type of training that is either required for your degree program or can be taken as credit towards the degree.

Student Eligibility

In order to qualify for CPT, students must:

- Be in valid F-1 immigration status and pursuing a degree at Hawai'i Pacific University
- Have completed one academic year as a full-time student prior to CPT request or show evidence that the CPT requirement is mandatory for the registered degree program
- Select a CPT opportunity that fulfills a specific academic objective
 - o Therefore, any training or employment experience sought solely because it is a beneficial or desired professional/personal opportunity does NOT qualify for CPT
 - o Training must be in a position that is related to the student's degree program

CPT Authorization Policies

- Student may not begin training or employment until authorized and a new Form I-20 has been issued
 - o Start and end dates of the CPT authorization are listed on the new Form I-20
 - o Student must stop CPT after the end date listed on the authorized Form I-20
- CPT authorization is for one specific organization only*
- CPT authorization is given on a semester basis- students must reapply for each semester of CPT

Application Process

1. Please submit the following documents at least 1 week before your intended start date to OISS (iss@hpu.edu, 500 Ala Moana Blvd, Suite 5A):
 - **Advisor's Recommendation Form** (see reverse), completed and signed by your advisor
 - **Position offer letter, written on company letterhead**, including*:
 - o Your position title
 - o Dates of experience or employment
 - o Number of hours of experience or work per week
 - o Name and physical address of the host organization
 - o A brief description of your position responsibilities
2. Register for the CPT course designated by your Academic Advisor or degree program
3. Pick up your new Form I-20 with the CPT authorization before you start your position

Additional Information

- Failure to complete your required coursework or sufficient credit hours to graduate due to CPT is not a compelling academic reason for a program extension and a request for extension will be denied per USCIS regulations
- If you request CPT authorization for the last semester of your degree, you must have at least one degree-required course (meaning if CPT is not required for graduation, you must enroll in at least one other required course)
- You must continue to maintain F1 student status for the duration of your CPT authorization
- Fall and Spring semesters maximum combination hours allowed are 20 per week (on-campus and/or CPT)
- Summer session maximum combination hours allowed are 40 per week (on-campus and/or CPT) assuming CPT is registered for Summer

Please review the designated section on our website for more CPT details: hpu.edu/oiss/employment/f-1/cpt

Students are responsible for the CPT policies and procedures as set by U.S. Department of Homeland Security – SEVIS sector

*TESOL students: please contact your program coordinator for more information. You may have different procedures based on program requirements.

Student must initial to indicate that they have read and understood the policies listed above: _____

ADVISOR'S RECOMMENDATION FORM FOR CPT AUTHORIZATION

In order to apply for CPT, submit this form along with your position offer letter to OISS (iss@hpu.edu or 500 Ala Moana Blvd, Suite 5A)

Section A: TO BE COMPLETED BY THE STUDENT:

Family Name: _____ First Name: _____ Middle: _____
(As appears on the passport and visa)

Email: _____ HPU ID: @ _____ Degree Program: _____

UNDERGRADUATE GRADUATE Is this your first year at HPU? YES NO

Intended CPT Start Date: ____/____/____ (MM/DD/YY) CPT End Date: ____/____/____ (MM/DD/YY)
(must be a future date) *(calculated by total minimum required hours and hours per week)*

Position offer letter is attached to this CPT application (must follow sample letter)

PAID EMPLOYMENT/TRAINING UNPAID EMPLOYMENT/TRAINING

Name of CPT Provider/Organization: _____

Physical Address of CPT Provider/Organization: _____

Name and Email of Supervisor: _____

Hours: _____ per week FULL-TIME (20+ hours per week) PART-TIME (19.99 hours per week or less)

By signing below, I acknowledge that I have read and understood my responsibilities pertinent to CPT authorization:

Student's Signature Today's Date: ____/____/____ (MM/DD/YY)

Section B: TO BE COMPLETED BY THE ADVISOR:

The recommendation below is required in order for OISS to evaluate the eligibility for CPT. OISS has final legal discretion to determine whether the student meets CPT immigration requirements

THIS FORM WILL BE REJECTED IF ANY SECTION IS LEFT UNMARKED: Please write N/A if section is irrelevant.

This internship/practicum/CPT course is required of all students in the above stated degree program as listed in the university's catalog

Course Code: _____ Course Name: _____ Credits: _____

Term to Register: _____ Is this course repeatable? YES NO

Has the student taken this course before? YES NO

If so, which term was the course taken and how many credits were completed? _____

Maximum total credit for this course: _____ **Minimum** total hours required to complete course: _____

Briefly explain how the Practical Training is related to the student's academic program: _____

I have reviewed the above request for CPT authorization and agree that this opportunity can be considered a required or integral part of the student's academic curriculum:

Printed Name of Academic/Faculty Advisor

Signature

Date



Date: January 5, 2019

To: HPU Office of International Students and Scholars

The **Example Organization, Inc.** would like to offer **Joe Smith** a position during the **Spring 2019** semester. Below is the information you requested about the student's activities with our organization:

- Company Name: **Example Organization, Inc.**
- Physical Location of Organization: **1164 Bishop St, Honolulu, HI 96813**
- Start and End date: **January 14 – May 6, 2019**
- Number of Hours per Week: **15 hours per week**
- Job Title: **Research Assistant**
- Job Duties: **Student will observe and assist with research tasks, collect and maintain notes of research progress, and handle lab equipment.**

Please do not hesitate to contact me directly should you need any further information.

Sincerely,

Robert Kim

Robert Kim
Director, Example Organization
supervisor@exampleorg.net
(808) 356-5299