

Curricular Practical Training Recommendation for F-1 Students

Inte	rnational Si	tudents & Scholars C	Office • 5	888 Commoninealth	Avenue, Second Floor	 ♦ Boston, Massachusetts ♦ 02215 			
		7/353-3565	<i>yy</i>	@bu.edu	◆ www.bu.edu/iss				
1.9	Student's	Information							
	Family Name: First Name					BU ID Number:			
	The trainer					U			
	Phone Number: Email Address:			Email Address	S.	0			
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	2. Student's Major Information				Empeted and estimates				
	Major Field(s) of Study:				Expected graduation date:	Expected thesis/dissertation defense date (if applicable):			
lent						□ N/A			
Student	Briefly explain how this placement is directly related to major field:								
By									
Completed	3. Placement Information (Note: placements exceeding one semester requires a second registration)								
mp	Company /	Institution Name:			Supervisor's Name:	Supervisor's Name:			
						Supervisor's Title:			
To Be	Company /	Institution Address:			Supervisor's Title:				
_			1						
	City:		State:	Zip:	Supervisor's Phone Numbe	r: Supervisor's Email:			
	Placement S	Start Date: *	Placement Er	nd Date:		Full-time (More than 20 hours per week)			
					recommended:	Part-time (20 hours or fewer per week)			
	·	ests may take five busine	•			Jnpaid Paid – by Boston University			
		tion before starting CP1	work or may jeopardize	lawrui F-1 immigration st	atus.	Paid – by Placement Company			
4. (Curricular	Requirement				5. Course Information			
	The proposed placement is required to fulfill one of the following academic objecti								
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Curricular Practical Training (CPT)

Student Acknowledgement

TO THE STUDENT: Please check that all of the information on page one of this CPT Recommendation form is complete and accurate, then read the following carefully and sign at the bottom to acknowledge that you understand the rules and procedures regarding Curricular Practical Training employment authorization.

- 1. **Qualifying Curricular Placement**: I understand that CPT can only be authorized by the ISSO if the proposed internship, placement or employment (1) meets a curricular requirement of my program of study and (2) is directly related to my major field, as outlined on this form. An internship or placement required for a *minor* will only qualify for CPT if it is directly related to the major field of study. Employment or an internship placement that offers "excellent" or "relevant" experience to my field of study, but that does not meet a curricular requirement, does not qualify for CPT. I may in this case need to consult with an ISSO advisor to see if I am eligible apply for Optional Practical Training (OPT) authorization.
- 2. **Full Year of Study Requirement:** I am eligible for CPT because I have been lawfully enrolled on a full-time basis in a degree program for at least one full academic year (excluding time spent in an intensive English program) or because I am a graduate student and my program requires immediate participation in CPT.
- 3. Part-time versus Full-time CPT: I understand that if I become authorized for part-time CPT, I may not work more than 20 hours per week in my CPT job and that if I do so I will be in violation of my F-1 immigration status. However, if I am authorized for full-time CPT, I may work unlimited hours for the CPT employer/placement.
 - (a) Generally, only part-time CPT is available during semesters in which I am required to maintain full-time enrollment (a minimum of 12 credits or the equivalent)
 - (b) Full-time CPT authorization may be available if:
 - a. The curricular placement for which CPT has been granted specifically requires authorization of more than 20 hours per week (For example: a practicum requiring 400 hours in one semester)
 - I am enrolled in a semester in which I am not required to be full-time (For example: summer term; final term with ISSO authorization for a Reduced Course Load)
 - (Graduate students only) I have completed all course requirements and have been certified full-time in order to complete thesis, dissertation or research project requirements required for my degree
- 4. **Effect on OPT**: I understand that if I am authorized for an aggregate of 12 months of <u>full-time</u> CPT, I will lose eligibility for Optional Practical Training authorization. Less than 12 months of full-time CPT, or use of part-time CPT, is not deducted from my OPT time.
- 5. Course Registration Requirement: CPT authorization requires registration in the concurrent semester.
 - (a) If I am requesting CPT as a requirement for a course, the course must be for credit.
 - (b) If I am requesting CPT as a requirement for the degree or a requirement for my dissertation/thesis, I must be appropriately registered for dissertation/thesis work. This registration can be zero credit, if appropriate to my school/college.
 - (c) If CPT is authorized for a semester, I must remain registered for the required CPT course for the entire semester or summer session for which the CPT authorization was granted. If I withdraw from the course on which the CPT was based, my CPT will become invalid and I may jeopardize my immigration status.
 - (d) CPT authorized over the summer term, requires summer registration
- 6. **Working without Authorization:** I understand that I may not lawfully begin my placement or employment until an ISSO advisor has granted CPT authorization. To do so constitutes a serious violation of my immigration status.
- 7. **Authorization is Employer and Date-Specific:** I understand that CPT is authorized for a specific employer/placement company and location and that I may not work for (or be placed at) any other employer during this period without an amended CPT authorization from the ISSO. I also understand that the authorization is date specific and that I may not begin work until the start date of the CPT authorization and I must stop working on or before the end date of the authorization.

Acknowledgement: I have reviewed the information on page one of this form and it is complete and accurate. I have also read all oj
the information on this page and acknowledge that I understand it and will abide by the rules and procedures outlined here. I am
submitting this form to the ISSO as a formal request for Curricular Practical Training authorization.

Student's Signature	Date
Printed Name	

Page 2

Original to file / Copy to student