



Curricular Practical Training Application

What is CPT?

Curricular practical training is defined, as employment, which is directly related to your field of study and is an integral part of an established curriculum as per Title 8 Code of Federal Regulations (8 CFR214.2(f)(10)(i)]. It is an internship practicum, or other type of employment that is either required for the degree program or taken for credit.

Part-Time CPT vs. Full-Time CPT

| Part-time CPT | Full-time CPT |
|--|--|
| Employment for 20 hours or less per week is considered “part-time” CPT. You must be enrolled full-time in order to maintain lawful F-1 status. | Employment for more than 20 hours per week is considered “full-time” CPT. It is expected that your curricular practical training will require full-time registration (i.e. 12 credit hours for an internship). If less than full-time registration is required, consult the ISSO prior to the close of the Drop/Add period regarding certification of full-time status. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT). |

Student Eligibility Requirements

1. You must be on F-1 status at least for one full academic year (2 semesters).
2. You must be enrolled in the required or optional internship course related to your major. In addition, you must be registered full-time, unless you are in the last semester of completing your degree.
3. **You must have a job offer. Without your CPT I-20 from the ISSO you cannot start your internship.**

Application and Documentation Requirement

1. You must be registered for a CPT course.
2. A CPT Request Form completed by you and your academic advisor/professor or supervising department chair.



3. An original offer letter from your employer on the company's letterhead. The letter must contain the following information:
 - a. The employer's name and address
 - b. The student's name
 - c. The statement of the offer with compensation details (paid or non- paid)
 - d. The number of hours to be worked (full or part-time specified)
 - e. The beginning and end dates of the employment
4. BMCC Degree Works printout from your CUNY portal account.
5. Valid passport with visa, your current I-94 information or printout of electronic I-94, and social security card.

Authorization Procedures

If the application is approved, we will inform USCIS and will issue a new BMCC Form I-20 with your CPT authorization. You cannot start your CPT until you are authorized by the ISSO. This authorization is only valid for a specific employer, location and period of time on part-time or full-time basis as approved and recorded by the ISSO. If there are any changes regarding your employment, you must notify the ISSO so that we can properly update your CPT. Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for that semester and also register for the appropriate course for that term.

Social Security Number

If you do not have a social security number, you should apply for a social security number with your BMCC CPT I-20. You will need to bring the following documents to the social security office:

- a. CPT I-20 (Certificate of Eligibility for Nonimmigrant Student Status)
- b. Valid Passport with visa stamp
- c. I-94 printout
- d. An original offer letter from your employer

You can find your local Social Security office by accessing: <https://www.ssa.gov/ny/index.htm>.

Failure to Comply with Regulations

It is your responsibility to comply with all immigration regulations which apply to F-1 students, including employment regulations. Working without the proper authorization is a serious violation of your F-1 status.



International Student Services Office
Room: S-115N Phone: 212-779-7179

Borough of Manhattan Community College
The City University of New York

199 Chambers Street
New York, NY 10007-1097

Request for CPT (Completed by Student)

Last Name (as written on passport): _____
First Name: _____
Empl. ID #: _____
SEVIS #: N _____
Date of Birth: _____
U.S Home Address: _____
(Street) (City) (State) (Zip Code)
Phone: _____ Email: _____
Expected Date of Completion of Studies at BMCC: _____

I have registered for an internship course and understand if I drop the course, the CPT authorization will be cancelled. I understand that I must maintain F-1 status by attending school full-time which is a minimum of 12 credits while I am on CPT. I also understand that it is my responsibility to inform the ISSO of any changes during CPT.

Signature: _____ Date: _____

Recommendation (Completed by Faculty)

Student's Last Name (as it appears on passport): _____
Student's First Name: _____
CED semester: _____
Course Name & Number: _____

CPT recommendation is based on the following reasons (please check only one):

- This internship is a mandatory graduation requirement for all students in the program.
- This internship is an optional part of the student's academic program of study.

BMCC Department Name

Signature of Internship Faculty

Printed Name of Internship Faculty

Contact Phone Number & Email address

Date