

CURRICULAR PRACTICAL TRAINING COVER SHEET

Please complete this page and hand it in with your other CPT materials.

Today's Date: _____

Student's Name: _____ FDU ID _____

Phone: _____ Email: _____ Major: _____

Anticipated Program Completion Date _____

____ Check if you do not have a social security number and need an employment letter from International Student Services. The earliest you can apply for a social security number is 30 days before the start date of your CPT.

Please sign below to certify that you have read all the information in this packet and understand the F-1 regulations regarding CPT.

Signature: _____ Date: _____

CPT APPLICATION CHECKLIST

- Employer Offer Letter (see sample offer page 3)
- Career Development Internship for Academic Credit Acknowledgement form (page 4)
 - Top section completed by employer
 - Bottom section completed by a Career Development Advisor
- Faculty Mentor Recommendation for CPT form from the faculty mentor (see page 5)
- Copy of Experiential Learning Contract, Work/Internship/CPT experience course syllabus, Independent Study Proposal, or Practicum syllabus
- Proof of registration
- CPT Cover Sheet (signed)
- Email all documents in one email to iss@fdu.edu. Please allow 7 business days for the processing of your new I-20. Do NOT begin work until you have received your new I-20 and the CPT start date has begun.

What is Curricular Practical Training (CPT)?

CPT is an off-campus paid or unpaid work experience or training available to eligible F-1 students when it is an integral part of an established curriculum or if the student receives credit for the training/work experience.

Who is eligible to apply for CPT?

Students need to maintain active F-1 status for a full academic year in the United States, equivalent to two consecutive full-time terms, excluding time spent in English language preparation or EPS courses. An academic year is considered as Fall semester + Spring semester *OR* Spring semester + Fall semester.

Does CPT have to be related to major?

Yes, CPT participation may only be approved if the training opportunity is directly related to the major program of study.

Can I do part-time or full -time CPT?

A student may engage in CPT part-time (20 hours or less per week) or full- time (21 hours or more per week).

Will CPT affect my eligibility for Optional Practical Training (OPT)?

If you engage in 12 months or more of full-time CPT, you will be ineligible for Optional Practical Training. Part-time CPT does not affect OPT.

Do I need to apply for CPT if my opportunity is unpaid?

CPT is any paid or unpaid work/training experience. All off-campus work or training must receive prior authorization from the ISS office.

Do I have to enroll in an internship or other course to be eligible for CPT?

Yes, CPT requires enrollment in an internship or practicum course, or a course for which the training opportunity will satisfy a requirement.

What information should be on my Employment Offer Letter?

The offer of work/training experience should be on company letterhead stating: (See page 3 for sample)

- Your name
- The number of hours to be worked per week
- The address of your employer and the office location where you will be located (Note: Your job site address may be different from your actual employer address)
- The start and end date of work /training experience (must match the dates listed in the Faculty Mentor Recommendation for CPT Form)
- If applicable - the salary/hourly wage/compensation being offered
- A general description of your duties/responsibilities
- Your hire letter must include an EIN (Employer Identification Number)

What happens if I am authorized for CPT and then I change my mind or lose my position or something about the position changes (location, hours, job description, etc)?

You must notify our office immediately in order to cancel or amend your CPT so your SEVIS record remains accurate.

SAMPLE EMPLOYER OFFER LETTER

Company Letterhead
Address / Contact Information/Website

Letter Date

Student Name
Student Mailing Address

Dear Student Name:

On behalf of **Company Name, EIN #**, I am pleased to offer you an Intern **position** with our organization. The job details are as outlined below:

Job Title:	Specific Intern Title
Supervising Manager:	Name, Job Title, email address and phone number
Hours:	Full or Part time and hours, or range (for example, 20-25 hours weekly)

You will initially experience a training period, then will be transferred to a project upon demonstrating appropriate skills. We anticipate the following schedule:

Details	Training	Project Assignment
Start Date	02/15/20XX	04/11/20XX
End Date	04/08/20XX	05/13/20XX
Pay	Unpaid	\$20.00 / hour
Location	Company Name 123 Main Street St, Hometown, NJ 07666	Client Name 987 Corporate Way Big City, NY 10002

You will be primarily working on (specify company assignment vs. client projects, etc).

Your main **job responsibilities** include:

- During the first six weeks, participating in classroom and self-paced training in our office covering
- Installing, troubleshooting, configuring of Cisco ASR 1K, 7200vxx, 3900, 3800, 2900, 2800 series routers and Cisco Catalyst 6500, 4500, 3850T, 3750, 2950 and 3500XL series switches.
- Working on networking concepts like TCP/IP, Routing and Switching Implementation of server and Client side validations using ASP.NET validation controls.
- Monitoring network traffic, Network performance using diagnostic tools like Snort, Ping Tools and Wireshark.
- Configuring Client-to-Site VPN using SSL Client on Cisco ASA 5520, 5510, 5505

While the Company will make every effort to train you and assign you to a project as outlined, these dates are subject to change based on your skills and Company need. It is understood that the nature of this assignment is temporary and short term and you will not be eligible for benefits during this time. You understand and agree that your employment with Company is at-will and your employment can terminate, with or without cause, and with or without notice, at any time, at your option or the Company's. Please feel free to contact us for any further questions at 201-987-6543 or email at hr@company.com

Sincerely,
Supervisor or HR staff
Job title

