



International and Immigrant Student Services



12345 College Blvd.
Overland Park, KS 66210-1299
913-469-7680
Fax: 913-469-7681
iiss@jccc.edu
www.jccc.edu/admissions/international

CPT - Curricular Practical Training Recommendation Form

An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. This means that a job experience must be required by the program of your studies.

PART I: TO BE COMPLETED BY STUDENT

Last/Family Name First Name
Street address (number and name of street) City State ZIP Code
SEVIS ID #: JCCC ID #: JCCC email address:
Phone#: Date of Birth: Major:
MM/DD/YYYY

- I understand that I cannot begin employment until CPT request is authorized on page two (2) of my JCCC I-20.
I understand that I need to submit a valid letter from prospective employer/internship site stating the terms of the CPT.
I understand that I will not change my CPT employer/internship without prior JCCC DSO authorization.
I understand that I will work only for the time authorized on my JCCC I-20.
I have a Social Security number: Yes No
I understand more than 12 months or full-time CPT makes me ineligible for OPT.
I understand I need to review job offer with a counselor and JCCC faculty to verify it meets program requirements.

I hereby give permission for the information below to be released to Johnson County Community College.

Signature Date MM/DD/YYYY

PART II: Employer/Internship Site Information

Provide an internship offer letter on official company letterhead and submit it with this form. CPT cannot be processed without an employment letter. Make sure your employer includes the following information:

- Start and end date of employment
Signature by employing authority
Location of employment (must be a street address and have a ZIP code)
Total hours per week the student will be employed
Name/contact information of supervisor
Phone/contact information of business
Brief description of internship duties

PART III: TO BE COMPLETED BY JCCC Counselor

CPT is recommended for: Fall Spring Summer Year Student is seeking a degree/major in:

CPT training is required for: Course Name Course CRN

Counselor Printed Name Counselor signature Extension # Date MM/DD/YYYY

PART IV: TO BE COMPLETED BY THE JCCC TEACHING FACULTY

The above proposed employment site has has NOT been approved for the semester
I have reviewed the employment offer and have verified the offer meets program/course requirements. Initials:
All internship requirements must be completed within the current term and no coursework nor internship can be repeated for immigration purposes. Initials: The course requires a total of working hours for the semester.
I recommend Part-time (20 hrs or less/wk) Full-time (more than 20 hrs/wk) work authorization

Faculty Printed Name Faculty signature Extension # Date MM/DD/YYYY

PART V: TO BE COMPLETED BY IISS/DSO

CPT has been authorized: Yes No This student has been previously approved CPT: Yes No
Student has met the full academic year requirement: Yes No
Current Training Dates: Start Date: End Date: Incomplete Contract Received: Yes No
CPT Authorized: FT PT SEVIS Updated: BANNER Updated:

### CURRICULAR PRACTICAL TRAINING (CPT) INFORMATION

**Definition:** Curricular practical training (CPT) is employment before completion of studies in the student's major area of study. It is defined as alternate work/study, internship cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. (Training experience MUST constitute an integral part of an established curriculum.)

**Eligibility:** CPT applicants must:

- 1) Have been previously in lawful status (in any nonimmigrant status that does not prohibit full-time study) for at least one academic year (9 consecutive months).
- 2) Have been previously enrolled as full-time students at a DHS-approved school for a least one academic year (9 consecutive months) immediately prior to requesting CPT.
- 3) Have an offer of employment which qualifies as CPT.
- 4) Continue to maintain a full course of study as a full-time student during the period of employment.

\*\*We require enrollment (credit for CPT).

**Additional**

**Information:**

- 1) Employment of 20 hours or less per week while the student is enrolled as a full-time student is considered part-time CPT.
  - The employment authorization for CPT listed on page 2 of the student's I-20 will specify permission to engage in part-time training.
  - It is essential that the student limit work to NO more than 20 hours per week in order to be in compliance with regulations.
- 2) Employment of more than 20 hours per week is considered full-time CPT and will be subtracted from the student's eligibility for a cumulative 12 months of employment following graduation.
  - The employment authorization on page 2 of the student's I-20 will specify permission to work full-time (more than 20 hours a week) CPT.
- 3) There is no limit to the amount of CPT for which a student may be approved as long the CPT requested is an integral part of an established curriculum, within the student's major course of study. (See limitations.)
- 4) Students are required to maintain full-time enrollment (12 hours each fall/spring or 6 hours each summer) during CPT employment.
- 5) Students are required to have a Social Security number before employment begins and after CPT is authorized.

**Limitations:**

- 1) Students in English language training programs are NOT eligible for CPT.
- 2) Students who have received one year (12 months) or more of full-time CPT are NOT eligible for optional practical training (OPT) before or after graduation.
- 3) CPT is available only while a student is in F1 status before completion of his/her educational objective.

### FORM COMPLETION INSTRUCTIONS & PROCESSING INFORMATION

**Students:**

- 1) This form must be submitted to the IISS no later than one week before employment is scheduled to begin.
- 2) Complete student section.
  - By signing Part I of this form, you are acknowledging that you understand that working more than 20 hours per week of CPT will subtract from or eliminate your eligibility to work full-time OPT after graduation from associate level study.
- 3) Submit this form to your instructor, program division director or faculty member.
- 4) Submit this form to a JCCC counselor/advisor.
- 5) Complete and submit this form to the IISS.

**Faculty:**

Complete faculty section completely and return to student.

**Counselors:**

Complete counselor section completely and return to student.

**Process:**

Once all of the required documents have been submitted to the IISS, a new I-20 authorizing CPT will be created. The student will be contacted to come to the IISS to sign the I-20 and will be provided the I-20 to keep as her/his official I-20.