



**Curricular Practical Training (CPT)**  
**for F-1 Visa Holders**  
<http://www.hampshire.edu/culturalcenter/23384.htm>  
**HAMPSHIRE COLLEGE**  
**INTERNATIONAL STUDENT SERVICES (ISS)**

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**FOR STUDENT: Information and Instructions (page 1 of 2)**

CPT is authorization for off-campus employment prior to completion of studies that is either required as part of your academic program curriculum and/or for which you will receive academic credit towards your current division requirements.

**Characteristics of CPT**

Training...

- must fulfill specific goals/objectives as described in your current Division II/III contract.
- is employer, job, **AND** time/duration specific, i.e. once CPT is approved employment cannot be extended, student cannot change employers, and student cannot work over the hour/week limit.
- can be paid or unpaid.
- cannot be authorized once all degree requirements have been met. Neither can training be authorized for your current division once you have met all division requirements.
- period will automatically expire once degree/division requirements have been met. CPT cannot be extended. If you will graduate during your CPT period, you must apply for OPT 2-3 months in advance in order to continue working uninterrupted.

**Guidelines for Training Duration**

- It is recommended that training be completed during vacation periods, but can be done anytime over the calendar year. If training is completed during the academic semester, part-time work is recommended; full-time work is acceptable as long as you continue to meet minimum division requirements and remain in good academic standing.
- Training authorized for part-time employment *absolutely* cannot exceed the 20 hour/week limit.
- Students who are authorized for 12 months or more of full-time CPT are not eligible for Optional Practical Training (OPT) after bachelor's degree completion.

**Student Eligibility Requirements**

Student must:

- be in lawful F-1 status and have maintained F-1 status at Hampshire College for a minimum of one academic year.
- be in good academic standing.
- must have completed at least one semester of Division II under their current contract, prior to training start date.

**Training (Employment) Eligibility Requirements**

- Training must be an integral part of your academic program and must fulfill training described in your current Division II/III contract and meet academic objectives outlined by your division chair.
- Training must be directly related to your fields of study, "CIP codes", as indicated on your I-20 and commensurate with your degree level.
- Must be authorized by Hampshire College (by way of the division chair/committee) prior to application and will be assessed in your current Division II/III evaluation.



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### FOR STUDENT: Information and Instructions (page 2 of 2)

**Application Process** *\*CPT is not guaranteed. Your application must clearly show how your proposed training is integral in your academic program and that it satisfies the academic objectives stated in your current Division II/III contract.*

**Email OR submit in-person your ORIGINAL and COMPLETED application to International Student Services at the World Lounge (1st floor of Merrill Student Life Center) or at the Dean of Students Office (2nd Floor, Merrill Student Life Center) no later than two weeks before proposed first day of training** (and no earlier than three weeks prior to first day of training):

International Student Services, Hampshire College  
893 West Street  
Amherst, Massachusetts, USA 01002

*Only original documents will be accepted for CPT I-20 issuance. DO NOT SUBMIT DOCUMENTS INDIVIDUALLY. Electronic or faxed submissions are NOT accepted.*

#### CPT Application (all forms and templates are available on our CPT website):

1. **CPT Student Information Form and Application Cover Sheet**
2. **Division Chair Recommendation Letter printed on Hampshire letterhead**
3. **Employer Letter printed on company letterhead**
4. **Current Division Contract** (must be printed from The Hub and marked filed with Central Records), which reflects the approval from your committee **AND** clearly addresses the correlation, purpose, and necessity of the training in order to fulfill division requirements.
5. **Class Schedule** (must be printed from The Hub) for the semester you will engage in CPT or if summer CPT submit class schedule showing pre-registration for the next semester.
6. **CIP Confirmation Form**, *ONLY if NEW CIP codes will be reported* (download here: <https://intranet.hampshire.edu/cipcodes.htm>). You will only have to report new CIP codes if your field/s of study have changed and you have NOT yet reported them. Keep in mind that training should be consistent with your field/s of study indicated in your contract and your overall academic program as outlined in your division contract. **\*\*If you are UNSURE what your current CIP codes are or if you are UNSURE if this update is required of you, please contact your International Student Advisor**

\* There is NO application fee, as CPT does not require adjudication by the U.S. Citizenship and Immigration Services (USCIS).

#### **Adjudication process:**

Your CPT application will be reviewed by an International Student Advisor at ISS, if additional requirements and/or advisement is needed you will be contacted by the advisor through email or phone call.

If/when the CPT application is approved, you will be emailed by the advisor to pick up your NEW CPT I-20 that will reflect your CPT approval. \*You will show your CPT I-20 to your employer as proof of employment authorization.

#### **IMPORTANT NOTE:**

You are not authorized to begin work until the International Student Advisor has endorsed your form I-20 and you **MUST** stop working on the last day indicated on the endorsement.



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### **FOR DIVISION CHAIR: Information and Instructions (page 1 of 1)**

Per the NSNS handbook, Division II/III students are eligible to participate in internships to meet division requirements (either a Division II learning activity or Division III advanced activity).

In accordance with federal regulations, international students (F-1 visa holders only) must apply for Curricular Practical Training (CPT) from the International Student Services (ISS) office prior to engaging in any off-campus employment (paid or unpaid internships, volunteerships, jobs, or any other work experience).

CPT is authorization for paid or unpaid off-campus employment prior to completion of studies that is either required as part of the student's academic program curriculum and/or for which the student will receive academic credit towards their current division requirements.

An academic recommendation is required from the division chair in order to verify that the proposed training meets the CPT eligibility requirements. Although an academic recommendation is required, the recommendation itself does not guarantee that the proposed training/CPT will be granted; *the entire application must clearly show how the student's proposed training is integral in his/her academic program and that it satisfies the academic objectives stated in the current Division II/III contract.*

#### **Requirements and characteristics of CPT:**

Training...

- must be an *integral* part of the student's academic program.
- must fulfill training described in the student's current Division II/III contract AND meet specific academic goals/objectives agreed upon between student and division chair/committee.
- must be directly related to the student's previously reported fields of study, "CIP codes", and be commensurate with the student's division level. *If the student has not already reported CIP codes, they must do so as part of the CPT application. Information regarding CIP Codes can be found here: <https://intranet.hampshire.edu/cipcodes.htm>.*
- must be authorized by Hampshire College (by way of the division chair/committee) prior to application and then must be assessed in the student's current division evaluation.
- is employer, job, AND time/duration specific, i.e. once CPT is approved the student cannot change employers or internship position, training cannot be extended, nor can the student work beyond the hour/week limit.
- can be paid or unpaid- BOTH require authorization from the International Student Advisor.
- cannot be authorized once all degree requirements have been met. Neither can training be authorized for the student's current division once all division requirements have been met.

#### **Division Chair (and/or committee) responsibilities in the CPT Application Process:**

- **Assist the student as needed with contract revision**, making sure that the training is included and/or expound upon the description of the training and the relevancy to their academic program, if not already done or included.
- **Meet with the student** to identify academic objectives for the training period and then as needed to ensure that the proposed training that the student has secured meets the CPT requirements.
- **Print and complete the Division Chair Letter on Hampshire letterhead** (letter template can be found on our CPT website). Make sure to complete all fields, sign in BLUE ink, and return the letter to the student to submit with the other application materials.

**If you have any questions or concerns** about CPT, the process, or the letter, please contact International Student Services at [iss@hampshire.edu](mailto:iss@hampshire.edu) or at x5770.