



International Programs

Student Certification CPT

Curricular Practical Training (CPT) is off-campus employment authorization for international students in F-1 status. CPT is defined by U.S. immigration regulations as an integral part of a student's curriculum and must be directly related to the student's major field of study (8 CFR 214.2(f)).

Who can apply for CPT?

- To be eligible, you must have maintained lawful F-1 status and been enrolled full-time for at least one full academic year. An exception may apply if your graduate program requires immediate participation in off-campus training.
- The training must count for academic credit toward your degree program. If your academic department does not support your CPT request, you are not eligible.
- CPT is only available for structured internships or practicums that fulfill specific educational objectives outlined in your program of study in the MSU catalog.
- CPT is intended to meet a specific academic requirement, not to facilitate ongoing employment. Repeat CPT authorizations are generally not permitted unless required by your degree program.

When can I apply for CPT?

- You must have a job offer before submitting a CPT application. CPT authorization is employer-specific and limited to a defined location and time period.
- Processing requires a minimum of five (5) business days after submission of a complete application to the Office of International Programs.

How many hours may I work if I am approved for CPT?

- During the academic year (fall and spring), CPT is limited to part-time employment (20 hours or fewer per week), unless full-time participation is required by your degree program. Full-time CPT is typically permitted during the summer term.
- If approved, you will receive a new Form I-20 with CPT authorization listed on page two. This document serves as your official proof of work authorization. You must not begin work before the authorized start date and must stop working on or before the end date listed on your I-20. Unauthorized employment is a violation of F-1 status.
- Per current USCIS policy, students who accumulate more than 364 days of full-time CPT become ineligible for Optional Practical Training (OPT). Policies may change without notice, and CPT participation may impact future OPT eligibility.

What enrollment requirements apply while on CPT?

- You must remain enrolled in the course associated with your CPT for the entire term. Dropping or being removed from the course for any reason (including non-payment) will result in immediate cancellation of your CPT authorization. You may not reapply until the following semester.
- You must maintain a full course of study during fall and spring semesters, including the CPT course. CPT must be completed before you finish your degree requirements.
- CPT cannot be the only course in your final semester unless it is required by your program (e.g., student teaching).
- Keep permanent records of all coursework and assignments related to your CPT, along with your F-1 documents. These may be requested by the Department of Homeland Security at any time.

Student Certification

My signature below indicates that I understand the information above regarding Curricular Practical Training (CPT) and the authorization process. I understand that failure to comply with these conditions may result in the loss of my F-1 student status. I also confirm that I have received a copy of this document for my personal records.

Student Signature: _____

Student Printed Name: _____

Date: _____



International Programs

Employer and Instructor Letter CPT

To approve CPT, the International Programs Office of Minot State University requires two letters:

1. Employer Hire Letter
2. Instructor Objective Letter

These letters do not need to be formal, but they must include the required information and be written on official letterhead.

CPT is off-campus employment defined by U.S. federal regulations as an integral part of the student's curriculum and directly related to their field of study (8 CFR 214.2(f)). Official letters may be requested by the Department of Homeland Security at any time. The student must receive academic credit and meet specific learning goals during the off-campus training. The training must relate directly to the student's major field of study and must support academic credit and specific learning objectives.

CPT is not intended for continuous employment, and the training cannot be extended. CPT is only available for self-contained internships and practicums that provide a clear opportunity for the student to meet specific educational outcomes.

Students in F-1 visa status are limited to fewer than 20 hours per week of CPT during the fall and spring semesters unless full-time work is required by their degree program (e.g., student teaching). During the summer, students may be authorized for full-time work. After CPT approval, please review the student's I-20 to confirm whether they are authorized for part-time (20 hours or fewer per week) or full-time work.

Employer Hire Letter

- Return address
- Date
- Student name
- Company name and job title
- Start and end date
- Position description
- Physical address where the student will complete training
- Direct supervisor name, title, address, phone number, and email address
- Number of hours per week the student will work

Instructor Objective Letter

- Course number and title
- Major degree requirements that will be met through this training
- List of goals and objectives for the training
- Method of evaluation
- You must attest that the student's participation in the training will not prevent the student from making normal academic progress (i.e. will not delay graduation)
- Employer's name and detailed job description

If you have questions, please contact the International Student Coordinator at erin.marie.anderson@minotstateu.edu.



International Programs

Academic Chair Certification CPT

The first part of this form must be completed by the student. The second part must be completed by the Academic Chair. Applications with incomplete or missing information will be returned. The student must be enrolled in courses for the semester in which CPT will occur before authorization can be approved.

Student Information

Student Name: _____

Student Major: _____

Start Date of CPT: _____ End Date of CPT: _____ Hours per week: _____

Why is this training opportunity essential to your academic program? What are the learning goals?

Academic Chair Certification

The student named above is an international student in F-1 status applying for Curricular Practical Training (CPT) authorization. CPT is defined by U.S. federal regulations as off-campus employment that is an integral part of the student's curriculum and directly related to their major field of study (8 CFR 214.2(f)).

Your certification is required to confirm the student's eligibility and to ensure that Minot State University remains in compliance with federal regulations. These documents may be requested by the Department of Homeland Security at any time.

If you have questions, please contact the International Student Coordinator at erin.marie.anderson@minotstateu.edu.

- I have reviewed the information above describing the learning goals for the practical training.
- I have reviewed the **Employer Hire Letter** from the hiring company which includes a position description, supervisor information, training dates, and hours per week.
- I have reviewed the **Instructor Objectives Letter** from the instructor of the relevant course explaining how this off-campus training opportunity is integral to the student's degree program.

Please choose the appropriate category for the student's proposal:

- The training is a required component of the student's degree program (e.g., student teaching or a required practicum) and is published in the MSU catalog.
- The training fulfills an elective requirement within the student's degree program (e.g., internship course listed in the MSU catalog).

By signing below, I certify that the proposed training meets the requirements of Curricular Practical Training (CPT) as described above and recommend that the student be authorized to participate in this training experience.

Academic Chair Signature: _____

Academic Chair Printed Name: _____

Date: _____