F-1 CPT
Rules and Regulations for Curricular Practical Training
What is CPT?

Curricular Practical Training (CPT) is defined as:

"an integral part of an established curriculum"

AND

“directly related to the student's major area of study”

8 C.F.R. § 214.2(f)(10)(i)
CPT Requirements

CPT must be a requirement of your degree program

OR

The course credit must apply toward the completion of your degree program.
• Your CPT can be paid, unpaid, volunteer, or stipend
• Your CPT can be on or off-campus
• You will receive a new I-20 with your CPT approval
Part Time vs. Full Time

**Part Time:** 20 hours or less during the Fall and Spring

**Full Time:** More than 20 hours while classes are not in session.

*NOTE: 12 months or more of full-time CPT = no OPT option*
Eligibility for CPT

• Must be in lawful status for one full academic year
  
  *(If your program requires immediate participation, this requirement may be waived.)*
  
• Cannot be in the IEC program

• Must be in Good Academic Standing
  
  – Undergraduates: 2.0 GPA
  
  – Graduates: 3.0 GPA

• All I/NR grades from prior semesters have been resolved
Eligibility for CPT

• Must be enrolled in a **credit bearing** course
• Must be simultaneously enrolled full-time
  – Exception: Part-Time Enrollment for last semester of study authorized by VIS
• Must have a job

*NOTE: CPT is processed and authorized semester by semester*
CPT Offer Letter

The letter must be on Company Letterhead and state:

- Your name
- Job title
- Exact start date
- Exact end date
- Exact amount of hours you will be working
- Job description
- Exact location where you will be working (street, city, state and zip code - No PO Box)
- Your supervisor’s name

NOTE: ALL of the above information must be in your offer letter or your CPT application cannot be processed
Application Process

• Log into accessVIS and submit the “CPT Request” form

• An automatic email will be sent to your academic adviser for approval

• Your VIS adviser will review your CPT request once you AND your academic adviser have submitted the forms.

• An email will be sent if additional information is required and/or your CPT is approved

• If approved, you will receive a new SEVIS I-20 with the CPT dates, name, and address of the company posted on page 2 authorizing you to engage in CPT

• Upon receipt of approval email, pick up your CPT I-20 at VIS (Photo ID Required)
CPT authorization will appear on page 2 of the New Form I-20.
Applying for CPT

Log in to accessVIS
Full Services [https://vis.stonybrook.edu](https://vis.stonybrook.edu)

Complete the Curricular Practical Training request

- You must FIRST review and submit CPT Student Obligations
- Then proceed to submit CPT: Request for Form I-20
Annual Income Tax Filing

• Income tax returns must be filed each year (before April 15th) whether or not you have earned income in the US
  o Form 8843: Filed if you have NOT earned U.S. income
  o Form 1040NR: Filed if you HAVE earned U.S. income

• Some F-1 students and scholars qualify for a tax treaty exception but must file to claim the tax treaty exemption.

• Visa & Immigration Services Staff are not trained in tax advising and may only give students basic information. Tax resources can be found on www.irs.gov and links posted on our website.
Tips and Reminders

• CPT dates can only be approved within the dates of the semester.

• Your start date can **never** be in the past and the latest possible end date is the last day of exams.

• Summer term internships can be authorized from the day after Spring semester ends to the day before Fall semester begins.

• CPT employment may not delay completion of the academic program.
Tips and Reminders

- CPT requests submitted by students completing his/her thesis/dissertation must be for the sole purpose of gathering data to write thesis/dissertation & complete degree. Faculty advisors are required to justify the purpose of CPT, which must be for research purposes towards thesis/dissertation (not for employment).

- If you are not sure about joining a company that has extended an offer to you, request additional time to think about it.

- **YOU CANNOT START WORKING UNTIL YOU HAVE BEEN APPROVED.** Working before receiving approval is considered unauthorized employment and jeopardized your status.
Visa and Immigration Services

E5310 Melville Library (5th floor)
Office Hours: Monday to Friday 9:00am to 5:00pm
Tel: 632-4685
Fax: 632-7064

Email: VIS@stonybrook.edu
Website: www.stonybrook.edu/visa
accessVIS: https://vis.stonybrook.edu
Contact us:

Visa and Immigration Services

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Questions