



# Rhodes College

INTERNATIONAL STUDENT  
SERVICES

*Academic Affairs*

## Curricular Practical Training (CPT) Application

### Instructions:

1. READ this information.
2. USE the correct checklist to create a complete CPT Application.
3. SUBMIT a complete CPT Application to the PDSO (Dr. Erin Hillis).

### Information:

F-1 international students are entitled to participate in practical training to further their educational goals while studying at Rhodes. “Curricular Practical Training” (CPT) is one way students may gain real-world work experience/employment within their major area of study while still enrolled, just as domestic students may work at internship sites while school is in session. Usually, CPT is most accessible to undergraduate students as paid summer internships, though semester experiences are also possible. As with on-campus employment and pre-completion OPT, CPT employment is limited to 20 hours per week during the school year. However, full-time CPT employment is possible during the summer break.

Rhodes’ CPT Policy outlines the process to obtain CPT authorization for experiences which fall within both the federal regulations and Rhodes’ academic regulations.

The Federal CPT Regulations state:

*“An eligible student may request employment authorization for practical training in a **position that is directly related to his or her major area of study**... 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**. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school...”*

Further, regulations require one full academic year of study before a student may engage in CPT. There is no set limit to the amount of time a student may engage in CPT. However, if a student engages in full-time CPT for 12 months or more, the student becomes ineligible for post-completion OPT. Engaging in part-time CPT (20 hours or less) does not affect eligibility for post-completion OPT. Students must continue to maintain a full course of study in F-1 status during the period of employment. Inform the Rhodes PDSO immediately if there are any changes in your CPT experience after authorization, such as change of employer, change in dates, etc.

### Using CPT for Academic Internships

Many majors at Rhodes include an internship course as part of graduation requirements. Having a major-specific academic internship is a good opportunity for students to utilize CPT. However, Rhodes’ academic regulations stipulate that students may not be paid for an experience for which they are receiving academic credit, such as academic internships. CPT may still be authorized for these experiences, but students may not be paid for them, unless they successfully petition for variance from this academic regulation.

### **Using CPT for F11 Experiences**

Foundations 11 (F11) is an integral part of the Rhodes curriculum and designates “activities that broaden connections between the classroom and the world.” An off-campus work/internship experience may qualify for F11 designation. The Federal CPT Regulations do not specify a minimum or maximum number of experiences eligible for CPT (though time accrued on CPT may impact eligibility for post-completion OPT; see above). Rhodes permits students to engage in as many F11 experiences as they wish. The F11 designation does not cease being “integral to the curriculum” after a student has satisfied it.

Therefore, CPT may be authorized for more than one F11 experience. After satisfying F11, any additional F11 experiences may not necessarily be annotated on the academic transcript. Students may take part in opportunities which are designated as F11 experiences, such as the St. Jude Summer Plus program, or in “student-initiated F11” experiences, such as employment or internships directly related to the student’s major, while not earning academic credit for it. Students should follow Rhodes’ policies for proposing an F11 experience as a “student-initiated F11.” F11 is not attached to an academic course; therefore, students are able to use CPT for both paid and unpaid F11-approved experiences.

Per federal regulations governing the use of CPT, each CPT experience must fulfill major-related learning objectives. Learning objectives must be unique to each CPT experience and/or demonstrably build upon earlier CPT learning objectives, as evidence for the educational necessity of the proposed CPT experience. Abuse of CPT is not permitted. (CPT will not be authorized for experiences which will not provide new skills/knowledge within the major area of study).

## **CPT Checklists: Use the correct one**

### **CPT Checklist: ACADEMIC INTERNSHP**

In one email, combine each of these documents and send them to the PDSO:

- Completed CPT Registration and Acknowledgement Form, including your advisor’s signature supporting the appropriateness of the proposed learning objectives.
- Academic internship approval/acceptance notice/email from Career Services.
- Employment offer letter from the CPT employer.
- “CPT Letter of Cooperative Agreement” completed and signed by your CPT employer/supervisor.
- This checklist
- If approved, the PDSO will authorize CPT on a new I-20 for you.

### **CPT Checklist: STUDENT INITIATED F11 EXPERIENCE**

In one email, combine each of these documents and send them to the PDSO:

- Completed CPT Registration and Acknowledgement Form, including your advisor’s signature supporting the appropriateness of the proposed learning objectives.
- Foundation Curricular Committee’s approval notice for your “Student Initiated F11” application. (You will have to apply for this via the “[Student Initiated F11](#)” process.
- Employment offer letter from the CPT employer.
- “CPT Letter of Cooperative Agreement” completed and signed by your CPT employer/supervisor.
- This checklist.
- If approved, the PDSO will authorize CPT on a new I-20 for you.



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## CPT Registration and Acknowledgement Form

Legal name as it appears on your passport:			
	<i>Last/Family</i>	<i>First/Given</i>	<i>Middle Name(s)</i>
SEVIS ID number:			
Permanent cell phone number:		Rhodes Mail Box number:	
Rhodes email address:			
Rhodes Degree and Graduation Date:	<input type="checkbox"/> BA	<input type="checkbox"/> BS	<input type="checkbox"/> MA <input type="checkbox"/> MS <span style="float: right;">Date of Graduation:</span>
Rhodes major(s) that you will graduate with:			
For which experience are you requesting CPT?	<input type="checkbox"/> Academic, unpaid internship <b>OR</b> <input type="checkbox"/> Student Initiated F11 (can be paid or unpaid)		
My major(s) and/or minor(s) above are the same as what appears on my current I-20.	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If No, we will update your I-20)
Have you had CPT before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
My requested START DATE for CPT is:	(Month):	(Day):	(Year):
My requested END DATE for CPT is:	(Month):	(Day):	(Year):
I request for my CPT to be:	FULL-TIME	PART-TIME	
Have you had an EAD (Employment Authorization Document) before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If Yes, attach copies of front & back of your EAD(s))
Company/Employer Name:			
Company Address:			
	<i>Street Number</i>	<i>Street Name</i>	
	<i>City</i>	<i>State/Province</i>	<i>ZIP</i>

**Explain how this experience is directly related to your major area of study.** For example, "As an auditor for FincanceSouth, I will be analyzing real-world commerce statistics and recommending actions on economic trends, all which relate directly to my economics/business major."

**List several concrete learning objectives this CPT experience will fulfill.** For example, "Improve my knowledge of FinNet software for econ/finance firms."

**Date and Signature of Academic Advisor:**  
Indicating the appropriateness of the proposed learning objectives for this academic area

**Date and Student Acknowledgement and Signature:**  
I acknowledge that I understand the Rhodes CPT Policy and I will adhere to it.



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## CPT Letter of Corporative Agreement

Date:

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F-1 Student/Employee Name:

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Name of Company/Organization:

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Name and Title of Supervisor:

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Supervisor's Email Address

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To the PDSO of Rhodes College:

We have hired (understood to mean either hiring for pay or accepted for volunteer services) the above-named student for their period of "Curricular Practical Training" (CPT). I understand that the employment/volunteering relationship with us represents curricular training for the student and that they will earn the required curriculum designation "Foundations 11" (F11) at Rhodes College by working with us.

I understand that the curricular objectives this student seeks to fulfil state: "F11. Participate in activities that broaden connections between the classroom and the world. Rhodes students are asked to become engaged citizens, participating in the local community - its politics, its culture, its problems, its aspirations – and in the world community. Students gain skill in connecting knowledge to its uses through educational experience that takes them off campus."

I will be supervising the student's work/curricular training and agree to cooperate with Rhodes College in achieving the curricular objectives of the employment/training. In this sense, "cooperating with Rhodes College" can be taken to mean employing/training your student and helping them to understand the connections between the Rhodes classroom and the world by gaining real-world experiences and workplace skills in a position that is directly related to their major area of study.

Signed,

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Student Supervisor

Printed Name, Student Supervisor

Date