

CURRICULAR PRACTICAL TRAINING INSTRUCTIONS

THE CENTER FOR INTERNATIONAL EDUCATION, JUNIATA COLLEGE

What is Curricular Practical Training?

Employment which is an integral part of an established curriculum, including: "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." Source: [8 CFR 214.2(f)(10)(i)].

What are the Eligibility Requirements?

- The student is currently in valid F-1 status at an SEVP-approved "college, university, conservatory, or seminary."
- The student "has been lawfully enrolled on a full-time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year"
- Students in English language training programs are ineligible for practical training.
- The student will continue to be enrolled for a full course of study during the CPT experience.
- The training is "an integral part of an established curriculum" and is "directly related to the student's major area of study".
- The training is a requirement for all students in the program and required for degree completion.

POE's/Courses Eligible for CPT

- Art History & Museum Studies - AH 490 or AH 001
- Education - ED 419 and ED 450
- Exercise Science & Kinesiology - ESK 498
- History & Museum Studies - HS 490 or HS 001
- Information Technology - Noted that all students must complete an internship.
- Social Work - SW 330 and SW 490

Steps to Apply

A specific description of the curricular practical training is required. You must be offered an opportunity for curricular practical training and complete the process for curricular practical training to be considered for training permission.

1. Curricular Practical Training requests must be submitted to the Center for International Education at least two weeks prior to the intended training start date. Write a letter requesting curricular practical training. Your letter should indicate your reasons for pursuing curricular practical training, particularly how the training will support your overall program of study.
2. Obtain a letter from your prospective supervisor specifying the job title, the number of hours you will work, the amount of your compensation, if any, a brief description of the goals and objectives of your training program, and the name and address of your training supervisor. The letter should stipulate that this is a temporary offer of employment or curricular practical training for a specific set of dates.
3. Complete the top part of the "Request for Curricular Practical Training" form.
4. Obtain your faculty advisor's signature on the form, certifying their approval of the training. This person should also complete questions 1 – 4 on the form.
5. Submit the employment letter and the Request for Curricular Practical Training form to the Center for International Education. The Primary Designated School Official (PDSO) or Designated School Official (DSO) will need to evaluate your request for authorization. Email: international@juniata.edu.

If you are authorized for curricular practical training, you will receive written authorization from the Primary Designated School Official (PDSO) or Designated School Official (DSO) in advance of the time you begin your training. In all cases, you may not begin curricular practical training until you receive your authorization letter.

The approved curricular practical training is limited to a specific employer or supervisor. If you wish to change employers/programs, you must complete a new Application for Curricular Practical Training for the new employer.

If you have any questions about Curricular Practical Training responsibilities, please contact staff in the Center for International Education.

Student's Acknowledgement of Understanding of Curricular Practical Training Requirements

I understand that I am requesting the College's Primary Designated School Official (PDSO) or Designated School Official (DSO)'s recommendation for Curricular Practical Training authorization. The Center for International Education will advise and assist me with reviewing my request for completeness and eligibility.

Student Signature

Printed Name

Date

F-1 Student Status Responsibilities while on Curricular Practical Training (CPT)

You can only begin working after you have received Curricular Practical Training (CPT) authorization from the Center for International Education. CPT authorization cannot be backdated, and your employment/internship is limited to your CPT authorization dates and employer. If you wish to extend your CPT, add an employer, or change employers, you must submit an updated CPT application at least 2 weeks beforehand.

Please be aware that 12 months or more of full-time Curricular Practical Training (CPT) will eliminate your eligibility for Optional Practical Training (OPT).

You are required to update your address with the Center for International Education within 10 days of any change while you are in F-1 status. You can email international@juniata.edu with any changes.

ACKNOWLEDGEMENT OF RESPONSIBILITIES WHILE ON CURRICULAR PRACTICAL TRAINING

I have read and understand my F-1 student visa status responsibilities while I am on Curricular Practical Training.

Student Signature

Printed Name

Date

Request for Curricular Practical Training

BRING COMPLETED FORM TO:

Shya M. Erdman
Director, International Student and Scholar Services, Juniata College

To be completed by Student: _____

STUDENT: _____

COUNTRY: _____

PROGRAM OF EMPHASIS/ FIELD OF STUDY: _____

To be completed by student's Academic Advisor: _____

The student named above would like to be considered for participation in the curricular practical training program described below. If necessary, please attach a separate sheet.

1. Description of the training program.

Location: _____

Job Title: _____

Name of training supervisor: _____

Number of hours per week: _____

Hourly rate: \$ _____

Dates of training: from _____ to _____

2. Please describe the goals and objectives of the training program.

3. How does the training relate to the student's major field of study?

4. Why is the training an integral part of the student's academic program?

As the student's Academic Advisor, I have set forth the purpose and details of this academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend that you authorize this student to participate in the "Curricular Practical Training" program that I have described.

Academic Advisor Signature

Date

Name and Title

Email

Department

Extension