

Appendix H

Franklin University INTERNATIONAL STUDENT SERVICES

F-1 CURRICULAR PRACTICAL TRAINING

General Information

Curricular Practical Training (CPT) for F-1 students is intended to provide hands-on practical work experience in situations where the work serves as an integral part of a student's academic program, prior to the completion of that program. Franklin University defines Curricular Practical Training as an internship for college credit. Students that have been in F-1 status for at least nine months may apply to participate in this type of training.

Although authorized part-time Curricular Practical Training employment is permitted with no penalties until completion of a degree, students who have received one year or more of full-time Curricular Practical Training are ineligible for Optional Practical Training (this includes practical training immediately after graduation).

NOTE: *Curricular Practical Training entailing employment of 20 or fewer hours per week requires concurrent full-time course work to maintain status as a full-time student.*

In order to be eligible for Curricular Practical Training the following must be met:

- 1) The employment meets the definition of Curricular Practical Training as being "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." 8 C.F.R. § 214 (f) (10) (i)
- 2) The employment must be "an integral part of an established curriculum." 8 C.F.R. § 214 (f) (10) (i)
- 3) The employment must be a temporary internship through an employer and not a permanent employment position.
- 4) The internship must be for college credit as an integral part of a student's academic program. It must be endorsed and monitored by the student's academic department.

Application Materials

Bring the following to International Student Services:

- 1) Passport;
- 2) I-94 card;
- 3) Form I-20;
- 4) Employer offer letter on employer's letterhead that includes the following:
 - a) The job description
 - b) The start date and end date of internship
 - c) The number of hours that will be worked per week
 - d) The name and address of the employer; and
- 5) Completed Franklin University internship application with signatures

Authorization Procedure

Curricular Practical Training is authorized by an International Student Advisor in International Student Services. A new SEVIS Form I-20 will be created with an endorsement indicating, "full-time (or part-time) Curricular Practical Training authorized for (employer) at (location) from (date) to (date)"

F-1 students may not begin Curricular Practical Training until the Form I-20 has been endorsed to indicate authorization. International students must be careful not to continue employment beyond the date authorized, unless you apply for and are granted an extension of your permission to work.

The student may engage in Curricular Practical Training upon receipt of the endorsed Form I-20.

For more information contact International Student Services at 614-797-4700 or iss@franklin.edu.