

International Student Curricular Practical Training Authorization Process

Guidelines to Consider Before Uploading your Request to the ISD Portal:

- Confirm you have completed one year as a full-time student enrolled in both spring and fall semester in the U.S.
- You will need to obtain a job before submitting the Curricular Practical Training Request on the ISD portal
- When selecting your off-campus work dates, you are only permitted to work between the start and end dates of the semester, which are indicated on the second page of the CPT I-20.
 - These dates must align with the registered co-op, internship, or practicum class.
 - If you wish to start or end the internship outside of these dates, there must be an academic need, and the OIAP will require a faculty member who is overseeing the class to complete the Faculty Extension form which you must request the form from your international student adviser. Once you submit the Faculty Extension form, there is no guarantee that an extension will be granted.
- If you are enrolled in other face-to-face courses while you are completing your internship, it is not permissible to accept an internship that is out of the Houston area.
- If you engage in employment prior to receiving your newly issued I-20, or work beyond the authorized end date, you will be in direct violation of the F-1 regulations and your SEVIS record will be terminated. This termination will result in the loss of CPT authorization, and you will be required to exit the U.S. and re-enter on a new I-20 form, or apply for reinstatement.
- If approved for full-time CPT, you cannot work on campus.
- If approved for part-time CPT, you cannot work more than 20 hours per week total between your CPT authorization and any on-campus job during the fall or spring semester.
- For full-time CPT, there is no maximum number of allowable hours you can work while on CPT. You should stop working if there are any changes to your employer, or your employment information, such as your address of employment; until OIAP has updated your SEVIS record, and you have an I-20 reflecting the change.
- You should inform OIAP in writing if your employment ends prior to the CPT authorization end date.

Next Steps: Speak with your academic adviser about the internship, co-op, or practicum approval process. If you are interested in participating in a co-op, we recommend also speaking with the UHCL Career Services office about their approval process. During your academic advising appointment, we recommend that you take the **Academic Adviser Verification form**.

Once your adviser determines that enrolling in the internship course, co-op, or practicum will not delay your graduation, and he/she has completed the Academic Adviser Verification form, you can submit your Curricular **Practical Training Request** on the ISD portal, and upload the following documents:

- **Academic Adviser Verification Form**
- **Candidate Plan of Study** (issued within the last 30 days)
- **Official Job Offer Letter**
 - The address and dates listed on this letter must match the dates and address you enter in the ISD portal request
- One of the following which will depend on what your program requires:
 - Copy of the internship agreement with all signatures- your academic department has a copy of this agreement.
 - Copy of co-op paperwork. This needs to be sent directly from the Career Services office to the international student adviser - you don't have to upload it.
 - Copy of the affiliation agreement which can be sent from the College of Education to international student adviser directly - you don't have to upload it.

NOTE: You must be enrolled in an internship, co-op or practicum course (we will check prior to approving CPT)

Once you submit the CPT request on the ISD portal, please allow at least 7-10 business days for processing. You will receive an email once your CPT I20 is ready for pick-up.