



**UNDERGRADUATE INTERNSHIP FORM**

The following memo must be signed by an advisor or professor in order to be authorized for curricular practical training. Curricular Practical Training is employment in the student's field of study which is an integral part of a curriculum. Please refer to the United States Citizenship and Immigration Services (USCIS) guidelines on the back of this memo.

To: Office of International Students and Scholars

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Advisor/Professor/Dean's Name)

This memo is written to verify that \_\_\_\_\_ is a(n) \_\_\_\_\_  
(Name of the student) (GR/UG)  
in the \_\_\_\_\_ program.  
(UG/GR / Ph.D.)

The student intends to pursue practical training which is *an integral part of the curriculum* in that...  
(*please check one of the following items*). This means it **MUST BE REQUIRED** in order for the student to complete their degree.

\_\_\_\_\_ it is required for the degree. U.S. Citizenship and Immigration Services definition states that the facilities on campus are not available for the student or that additional work outside the campus is necessary to complete the degree requirements.

\_\_\_\_\_ the student will receive course credit applied towards graduation requirements. The student must register for the course by registering for an independent study, cooperative education, or any other type of internship, work/study, or practicum.

\_\_\_\_\_ it is an internship. Internship means that all students (American as well as international students) must take this course in order to graduate.

Course number: \_\_\_\_\_ Course title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Exact employment dates: \_\_\_\_\_ to \_\_\_\_\_  
Beginning Date End Date

\_\_\_\_\_  
(Advisor/Professor/Dean's Signature)

\_\_\_\_\_  
(Advisor's Phone #)

## Curricular Practical Training (CPT)

### What is Curricular Practical Training?

Curricular Practical Training (CPT) is off-campus employment authorization for work that is an **integral part of an established curriculum**. Curricular practical training is defined by USCIS as “alternate work/study, internship, cooperative education, or any other type of REQUIRED internship or practicum...” [8 CFR 214.2(f)(10)(i)]. This kind of compensated employment must be **directly related** to the student’s major field of study. Curricular Practical Training can only be authorized for work that is part of a University of Nevada, Las Vegas program as it appears in the University catalogue. No work permit is required for **uncompensated** employment. Authorization for work under Curricular Practical Training (CPT) is available to F- 1 visa students prior to completion of their required course work only.

### Who is eligible for CPT?

To be eligible for CPT, you must meet all of these requirements:

- The work is **required** by your program of study. There are two ways that work can be required for your major-
  - You may apply for CPT if the internship/independent study is part of your degree program **and** you register for academic credit in that current semester. In this case, your academic advisor must fill out the attached form regarding the location, name of employer, exact dates of employment, and course sequence conferred by this proposed employment. Also, you must provide OISS with a copy of your “degree plan” showing how the credit for the course will be applied to your graduation requirements.
  - If work is not performed for academic credit, the work experience must be a required part of the established curriculum. For example, HOA degree requires that students have 1000 hours of experience in the hospitality industry; therefore, HOA majors can apply for CPT to meet this requirement **only until** they have completed 1000 hours of work experience.
- You have been in **valid F-1 status for two consecutive semesters** (Fall and Spring semesters).
- You are enrolled in a degree-granting program – ESL program or undecided major students are not eligible.
- Your GPA must be in good standing for your major and you must not be on “Probation.”
- You have **not** completed all of your required credits for your degree.

### When can I be authorized for CPT?

**Do not begin employment until you have received work authorization from the OISS office!!** CPT can only be authorized **prior** to the completion of your required credits for your degree program. You can be authorized to work part-time (20 hours per week) during the Fall and Spring semesters and full-time (40 hours per week) during the Summer sessions, Spring Break, and winter vacation. CPT is authorized on a **semester basis** only, so if you plan to continue working for the next semester, you must re-apply prior to the expiration date of the work permit.

**WARNING:** Students who are authorized for more than 11 months of **full-time** Curricular Practical Training will not be eligible for any type of Optional Practical Training/One-year work permit, but part-time CPT does not affect eligibility for Optional Practical Training/One-year work permit.

### How to apply for CPT

**STEP 1:** For internship, independent study, or thesis course – **Register for the course.**

**STEP 2:** Give these 4 items to the Office of International Students and Scholars -

- Completed Internship Form (see reverse side)
- A completed Off-campus Work Permit Request Form (green form in OISS office)
- Your original UNLV I-20

**STEP 3:** If you are authorized to work, you can pick up your work permit from the OISS office one week later. You cannot begin to work until you receive the work permit.

**\*\*** Once you receive a grade for the course your work must stop! Once you do not register, you stop the training as it is no longer considered a University program.