



INTERNSHIP FORM - GRADUATE STUDENTS

This form 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.

Student: Attach copy of completed *Proposed Masters or Specialist Degree or Doctoral Degree Program Part II form* when submitting to OISS

Date: _____

Student's Name: _____ L# _____
Last Name First Name

Professor or Advisor's Name _____ and Title _____
(Advisor/Professor/Chair)

Course number: _____ Course title: _____

How many credits of this course are REQUIRED for the student to complete the degree program? _____

Semester Student will enroll in this course: _____
Fall/Spring/Summer Year

If the student is doing this work to complete thesis or dissertation, approximately when is the student expected to defend the thesis or dissertation? _____
Month/Day/Year

Where and when will the student work?

Name of Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Exact employment dates**: _____ to _____
Beginning Date End Date

**Employment dates must coincide closely with enrollment in the course and may be limited. Student should see OISS advisor for more information

Per USCIS regulations, please explain how this work is *an integral part of the curriculum*. How is this work REQUIRED for the student to be able to complete his/her program of study?

- I have read this form and I have completed the information to the best of my knowledge.
- I understand that an international Graduate Assistant (GA, RA, TA) is **NOT** eligible for off-campus work authorizations during the Fall or Spring semesters.

Graduate Coordinator:

Name: _____ Signature _____ Date _____

Chairperson:

Name: _____ Signature _____ Date _____

Curricular Practical Training (CPT)

F-1 Visa Graduate Students

What is Curricular Practical Training?

Per the U.S. Department of Homeland Security, Curricular Practical Training (CPT) is off-campus employment authorization (work permit) for work that is an **integral part of an established curriculum**. Federal regulations define curricular practical training as “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 CFR 214.2(f)(10)(i)]. Therefore, Curricular Practical Training can only be authorized for work that is part of a University of Nevada, Las Vegas academic program as it appears in the University catalog. Authorization for work under Curricular Practical Training (CPT) is available to F-1 visa students only prior to completion of their required course work.

- OISS reserves the right to deny a request for a CPT work permit if it is not clear that the work is required for the degree program.
- *GRADUATE ASSISTANTS (GA/RA/TA) ARE NOT ELIGIBLE FOR CPT during Fall and Spring*
- No work permit is required for **uncompensated** employment.

Who is eligible for CPT?

To be eligible for CPT, F-1 visa students must meet all of these requirements:

- The work is required by your program of study.
 - 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. Your graduate coordinator must fill out the attached form regarding the location, name of employer, exact dates of employment, and course sequence conferred by this proposed employment. If the explanation of how the work is an integral part of the curriculum is unclear, OISS may also ask for a copy of your “degree plan” showing how the credit for the course will be applied to your graduation requirements.
 - For thesis or dissertation, the graduate coordinator must explain why the work is required for you to be able to complete your thesis or dissertation. Therefore, CPT cannot be authorized for students who have completed thesis or dissertation and are just preparing to defend. Just like Independent Study or Internship, you must register for thesis or dissertation credit during that current semester when you request CPT.
- You have been in **valid F-1 status for two consecutive semesters** (Fall and Spring semesters).
- You are enrolled in a degree-granting program
- Your GPA must be in good standing for your major and you must not be on “Probation.”
- You have not already completed all of your required courses and thesis/dissertation for your degree program.

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: Register for the course that requires the work.

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

1. Completed Internship Form (see reverse side)
2. Copy of completed *Proposed Masters & Specialist Degree or Doctoral Degree Program Part II form* which shows that that the work/course is required for your degree program, if requested.
3. A completed Off-campus Work Permit Request Form (green form in OISS office)
4. 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.