

Applying for Practical Training CPT/OPT

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International Student and Scholar Services Office

Visit ISSS Website

www.uh.edu/oisss

ISSS

ISSS Services

Students

New Students

Entry and Exit

Financial Services

F-1/F-2 VISA

F-1

Maintaining F-1 status

Reduce Course Load

Employment

On Campus

Off Campus

I-20 Program Extension

F-1 Employment

On-Campus

- F-1 students with a valid I-20 issued for attendance at the University of Houston are generally permitted to work part-time (no more than 20 hours per week) except for official school breaks and the student's annual vacation, when it may be full-time) with the University of Houston as the employer, while they are attending the University of Houston and maintaining their F-1 status, subject to certain restrictions discussed in the F-1 visa regulations : 8 CFR 214.2(f)(9)(i)

Off-Campus

- CPT
- OPT
- Economic Hardship

Visit ISSS Website

www.uh.edu/oisss

CPT

CPT work authorization may only be granted to the internship/employment directly related to the student's major area of study and only if the student is otherwise eligible.

Student Self-Check Preliminary CPT Eligibility:

- I am in a degree seeking program
- The information on my current I-20 matches my current degree level and major(s)
- I have always maintained my F-1 status
- I have completed one full academic year of full-time study

If you answer "yes" to all questions listed above, you may be eligible to apply for CPT. ISSS will verify your eligibility after you submit your CPT application.

 [CPT Application Process Flow Chart](#)

-  [Undergraduate CPT Application](#)
-  [Graduate CPT Application](#)

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I20 Program Extension

International Student On Academic Suspension

Sevis Transfer Procedures

CPT Options

- **Option 1:** Required for the academic curriculum for all students in the program. The student will not receive course credit. In order to be eligible, student must have the “Experience Track” sub plan in the system.
- **Option 2:** Required practicum or internship course taken for course credit.
- **Option 3:** Not required by the academic curriculum, but the student is registered in a credited course which requires CPT to complete the course.
- **(Graduate Students Only) Option 4:** Required research for thesis/dissertation (i.e. essential to completion of thesis or dissertation).

CPT Application Form

Student Center North, Room 203, Houston, TX 77204-3024 • Phone: (713) 743-5065 • Fax: (713) 743-5079 • <http://uh.edu/oiss>

F-1 GRADUATE STUDENT CPT APPLICATION FORM

Step 1: Student Information and statement

Family name:	Given name	Student ID:	
Major:	Degree: <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	Thesis/Dissertation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected graduation:
Request effective for (semester/year):	Will you have a graduate assistantship during this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you have a DSTF during this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email address:		

Copy the statement in the space below: I will not start CPT until I have received CPT authorization on my I-20 and I will only work during the authorized period on page 2 of the I-20.

Signature:	Date:	Phone:
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Step 2: Student Request

Curricular Practical Training (CPT): Part-time (20 hrs/week or less) Full-time (summer only or authorized final semester)

Select one of the options:

- Option 1:** CPT is required for the academic curriculum for all students in the program. The student will not receive course credit. The student may register through UH COOP program. The "Experience Track" sub plan must be added to the student record in order to be eligible.
- Option 2:** CPT is required practicum or internship course.
- Option 3:** CPT is not required by the academic curriculum, but the student is registered in a credited course which requires CPT to complete the course.
- Option 4:** CPT is required research for thesis / dissertation (i.e. essential to completion of thesis or dissertation).

I am requesting a CPT start date of _____ AND I have registered for classes for the current or next semester, including summer, as applicable.

Reduced Course Load (RCL) while participating in CPT in my final semester (*All signatures are required for step 4) - I am requesting a:

- Reduced course load for Non-Thesis Track:** I anticipate this is my final semester and I only need _____ hours of course work to complete my degree program. If I fail to complete my degree as expected, I understand that I maybe in violation of my legal status and may need to apply for reinstatement.
- Full-time equivalency for Thesis track:** I am expecting this semester to be my final semester. I have completed all course work and I am only working on my thesis or dissertation. I am allowed to take _____ hours of thesis or dissertation. If I fail to complete my thesis/dissertation I will be required to take 9 hours in subsequent main semesters.

Note: Taking a RCL or full-time equivalency for SEVIS tracking will disqualify you for any graduate assistantship position and DSTF.

CPT Application Form (G)

Step 3: Employer Statement of Understanding (Please attach job offer letter)

Dear Employer: The above named student is applying for employment under the U.S. Citizenship and Immigration Service program called Curricular Practical Training (CPT). The application will be reviewed by an authorized Designated School Official (DSO) at UH. Authorization will be made after review of the student's records, your job offer letter, and this application. Your job offer letter should contain the job title, a basic description of job duties, hours of employment per week, job location, the start date, and ending date (if known). **Work authorization for this student must be renewed each semester.** The proof of authorization will be indicated on p. 2 of the student's SEVIS (Student & Exchange Visitor Information System) generated I-20. This I-20 information, including the employer name, will be in the SEVIS records (see page 31 of the I-9 Employer Handbook for a sample I-20). The student will receive a grade for the CPT. The signature below does not obligate the employer in anyway. It is a statement of understanding about the nature of the student's authorization to work. It may take 5-10 working days to complete the authorization process. The student should not start or continue the CPT without valid authorization on page 2 of the I-20.

"As the employer (or representative thereof), I understand that the authorization for this employment will be through the CPT program. I have attached a job offer letter. Employment is contingent on the student producing proper work authorization each semester."

Employer _____ Signature _____ Title _____ Date _____

Step 4: Academic Certifying Signatures

Academic Approval: *I have reviewed the student's job offer letter and believe that it represents a valid training opportunity that is related to the student's major. Please check "Approved" or "Not Approved".*

<input type="checkbox"/> Approved	Academic Advisor:	Date:	Comments:
<input type="checkbox"/> Not approved	Signature: _____ Initial by RCC (Bauer Students only): _____		
<input type="checkbox"/> Approved	Chair:	Date:	
<input type="checkbox"/> Not approved	Signature: _____		
<input type="checkbox"/> Approved	College Dean:	Date:	
<input type="checkbox"/> Not approved	Signature: _____		

Step 5: Experience Sub Plan and Course Registration

Student has registered for the appropriate course for: fall _____ spring _____ summer _____

Option 1: The student's "Experience Track" sub plan has been updated in PeopleSoft; and

The student is required to register through the UH COOP program. COOP Signature _____ Date _____

For COOP registration, please go to the COOP Office, Room 312, Engineering Building 2 <http://career.egr.uh.edu/students/coop>

Option 2, 3 & 4: The student has registered for the credit course: Course Title: _____ Course number: _____

Academic Department Signature (Required for Option 2, 3 & 4 only) _____ Date _____

CPT Application Form (UG)

Step 4 (For Option 1): Academic Approval for Non-Credit CPT (For Course Credit, Skip to Step 5 – Option 2 & 3)

I certify that this student must participate in this non-course-credit CPT to fulfil his/her academic curriculum requirements. I believe that the attached job offer represents a valid training directly related to the student's major.

The student's "Experience Track" sub plan has been updated in PeopleSoft; and

The student is required to register through UH COOP program.

Academic Advisor Signature(All students) _____ RCC Initial (Bauer Students only): _____ Date _____

Department Chair Signature (Engineering students only) _____ Date _____

College Associate Dean (Engineering students only) _____ Date _____

If you are advised by your college that you need to register the non-course-credit CPT through UH COOP program (Option 1), please take this form to Room E312, Engineering Building 2 <http://career.egr.uh.edu/students/coop>

Student is approved for: fall _____ spring _____ summer _____ part-time or full-time

"As a COOP official, I believe that the student's job offer is directly related to his/her major."

COOP Signature _____ Date _____

Step 5 (For Option 2 & 3): Academic Approval for Course Required CPT

If you are taking a practicum or internship course which requires CPT authorization to complete the course, please have this section signed by your academic advisor.

1. Please list course and course number through which the practical training is required:

Course Title _____ Course Number: _____

2. Student is approved for: part-time or full-time

3. Student is approved for a reduced course load while doing full-time CPT (Student is required to take at least one course if approved for full-time CPT.) The student is approved for _____ hours of course work for this main semester.

Academic Advisor _____ Phone _____

Signature _____ Date: _____

CPT Authorization

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0001234567

NAME: UH Cougar

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	FULL TIME	APPROVED	19 SEPTEMBER 2016	15 DECEMBER 2016

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	19 SEPTEMBER 2016 - 15 DECEMBER 2016		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Borehole Seismic, LLC	19 SEPTEMBER 2016	15 DECEMBER 2016	HOUSTON, TX

CHANGE OF STATUS/CAP-GAP EXTENSION

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AUTHORIZED REDUCED COURSE LOAD

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CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
22 AUGUST 2016	15 DECEMBER 2016

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

How to Apply for OPT

ISSSO

ISSSO Services

Students

New International Student Orientation and Check-In Information

Optional Practical Training

How To Apply For OPT

STEM Extension (OPTX)

How to Apply for STEM Extension

H-1B Cap Gap Extension

OPT Self Report

90/150 Day Unemployment Rules

Additional Information

International Faculty and Scholars

Information for Departments

Tax Information

How to apply for Optional Practical Training (OPT)

1.  Download the instructions and application forms 
2. Schedule an OPT group appointment to join the group session
3. Join the virtual OPT group appointment with the completed forms and required items
 - o Current I-20
 - o Passport(s) that is valid for six months into the future and most recent visa page
 - o I-94
 - o Change of status approval notice (I-797) if you changed your status in the U.S. and have not left the U.S.
 - o EAD card if you have any
 - o Completed "Academic Verification & Student Responsibility" form signed by your academic advisor
 - o OPT APPLICATION CHECKLIST
 - o OPT SELF REPORT
 - o Form I-765
 - o Form G-1145
 - o  Payment Coupon and Post Completion OPT alumni fee (\$100) – Mail to ISSSO Office
 - o 2 color passport-type photos taken within 6 months
 - o A personal check payable to the U.S. Department of Homeland Security for \$410
4. Follow the instructions provided by the counselor during your OPT group appointment

Download the Forms

How to apply for Optional Practical Training (OPT)

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OPT Workshops are Virtual through BigMarker

Academic Verification Form

Academic Verification

– College or Departmental Signature Required –

This section needs to be signed by the Dean, Dissertation/Thesis Advisor, or the student's Academic Advisor. The student is applying for Optional Practical Training (OPT), which is available through the Department of Homeland Security (DHS). It allows an F-1 international student to work for up to one year in their field of study. In order to recommend the student for this post-completion practical training, we need to know the expected completion date. A student is allowed to apply 90 days before the completion of studies. It is helpful for the student to apply as early as allowed under law, since it may take up to three months to process the Employment Authorization Document (EAD) Card from DHS. If the student does not complete the degree when expected, the EAD card may be cancelled as long as it has not been approved by USCIS. If the card is cancelled the student may reapply for OPT with the cancellation letter from USCIS. If you have any questions, please call #35065 and ask to speak to an International Student Counselor. **NOTE:** Engineering majors have additional steps to follow. Please check with your department before attending a group OPT appointment.

1. This student has applied for graduation at the following degree level (please circle one):

Bachelor

Masters

Doctorate

2. This student is expected to complete/has completed all degree requirements on ___/___/____.

(This is usually the official closing of the semester or when the thesis/dissertation is/will be submitted. For Graduates: If enrolled in the 1 credit hour course for administrative purposes with an early submission deadline before the start of the next semester, a student will be in their 60 day grace period following this deadline, even if they do not apply for OPT, see below.)

Attention Advisors: A student cannot prolong their stay in the U.S. by taking additional courses they do not need (because they failed to apply for graduation) or they are administratively enrolled. If the student has completed all degree requirements, they are required to take action to maintain status.

The federal regulations in 8 CFR 214.2(f)(6)(iii)(C) state:

"If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status."

Academic or Thesis Dissertation Advisor: _____

Signature: _____ Date: _____

Associate Dean of College _____ Signature _____ Date _____

(Engineering Only)

Schedule OPT Group Appointment

Contact Us

Contact Information

Office Hours:

Spring, Fall:

Monday, Tuesday:
8am - 6pm
Wednesday to Friday:
8am - 5pm

Summer:

Monday to Friday:
8am - 5pm

Walk-in Hours

To see an International Student Counselor for quick questions or urgent matters, Please visit ISSS during the walk-in hours:

Monday to Friday - [1:30 PM to 2:30 PM](#)

Address:

University of Houston
International Student and Scholar Services
Student Center North. Room 203
4465 University Dr.
Houston, TX 77204-3024
USA
Phone: (713) 743-5065
Fax: (713) 743-5079

Upcoming OPT Groups:

Please download, complete and bring the [forms](#).

- **Jessika Jones**
(35 Students)
October 10, 2019
1:30 pm - 4:30 pm
- **Jin Zhang**
(35 Students)
October 16, 2019
9:00 am-12:00 pm
- **Ida Thompson**
(35 Students)
October 22, 2019
9:00 am - 12:00 pm
- **Stefan Johnsson**
(35 Students)
November 1, 2019
9:30 am - 12:00 pm
- **Jason Scherzer**
(35 Students)
November 8, 2019
9:00 am-12:00 pm
- **Jessika Jones**
(35 Students)
November 14, 2019
1:30 pm - 4:30 pm
- **Stefan Johnsson**
(35 Students)

Scheduling is through the advising calendar in myUH for ISSSO. Keep in mind that registration links will be sent by advisor for the virtual session in BigMarker.

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ISSS Services

Students

Optional Practical Training

International Faculty and Scholars

Information for Departments

Tax Information

Health Insurance

International Friendship Program

Forms and Publications

Contact Us

About ISSS/Visit ISSS

Staff

Links

Announcements

CONTACT US

How to request an H-1B Cap-Gap I-20

Walk-in hours

Student Center North. Room 203
4465 University Dr.

Any Questions?



Thank You!

