

## MEMORANDUM OF UNDERSTANDING FOR CURRICULAR PRACTICAL TRAINING (CPT)

**NAME:** \_\_\_\_\_ **UNC PID:** \_\_\_\_\_

There are several important rules and procedures that must be followed after applying for Curricular Practical Training (CPT) employment authorization. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. Please carefully review each item below and sign this form to confirm that you understand and will abide by the rules and procedures set forth in this memorandum. Your signature also confirms your requested CPT dates. A full description of eligibility for CPT and the steps needed to complete the application process can be found on the [ISSS website](#).

- Filing the CPT application:** I understand that ISSS requires 2-3 weeks to review and process an application for CPT. I confirm that I meet all of the eligibility requirements as listed on the [ISSS website](#).
- Working in my major field of study:** I verify that my proposed employment or activity is an integral part of my major program of study, fulfills requirements of my academic program and is commensurate with my current level of education. I will keep records verifying this information.
- Address reporting requirements:** I understand that in order to maintain my immigration status, I must update my SEVIS Immigration Reporting Address and Preferred Phone Number in my Student Center in ConnectCarolina (<http://connectcarolina.unc.edu>) within ten days of any change in my place of residence or contact information.
- Designation of part-time or full-time CPT:** I understand that during the academic year (fall and spring semesters) CPT employment can only be part-time (20 hours per week or less) unless it is required by my academic program to work full-time (more than 20 hours per week). CPT can be part-time or full time during the summer. I understand that I cannot work beyond the number of hours designated by the CPT endorsement on my Form I-20.
- Invalidating CPT:** I understand that my CPT will be cancelled or invalidated if I commence a new program of study or transfer my SEVIS record to a new school, or if I engage in unauthorized employment or otherwise violate my F-1 immigration status. I understand that if I am engaged in CPT in the fall or spring semester I must maintain full-time enrollment or my CPT will be invalidated.
- Cancelling my application:** I understand that if I do not begin work during my authorized CPT period because the offer of employment is rescinded or for any other reason, I should contact ISSS immediately so that my CPT authorization period can be cancelled or shortened. CPT cannot be cancelled or shortened retroactively.
- Impact of CPT on other practical training:** I understand that I will become ineligible for Optional Practical Training (OPT) if I am authorized for more than 12 months of full-time CPT at the same educational level. I also understand that if I am authorized for full-time CPT but end up not working, the authorization period still counts toward the 12 month limit.
- Beginning employment:** I know that I may not begin work until I have received authorization and I may not begin work before the start date as listed in the employment authorization section of my Form I-20. To do so constitutes unauthorized employment and a violation of my F-1 status.

9. **Changes to employment:** I understand that my employment permission will only be for a specific time period, job, number of hours per week, and employer, as specified on my Form I-20. Any changes to the dates, job, number of hours per week, employer, or the address at which I am employed must be approved in advance by ISSS.
10. **Completion of internship or practicum course:** If applying for CPT on the basis of enrollment in an internship or practicum course, I understand that I must be registered for the course before my CPT application will be approved. Should I fail to complete this course, I understand that my work permission for this employment period will be retroactively invalidated and my internship will be considered as unauthorized employment, thereby violating my F-1 immigration status in the U.S. I also understand that CPT will be approved for one semester at a time; should I need to participate in an internship or practicum longer in duration than one semester, I must apply for CPT authorization separately for each semester.

## CPT AUTHORIZATION REQUEST AND ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITIES

List all previous periods of F-1 Practical Training (CPT or OPT) or write "N/A" if not applicable:

BEGINNING DATE	ENDING DATE	FULL-TIME/PART-TIME	TYPE: CPT/OPT	DEGREE LEVEL

Indicate the basis for your CPT eligibility:

My proposed employment (as outlined in the attached CPT application materials) is:

- Required by my program to earn the degree.
- Required for my thesis/dissertation.
- Required to complete the following course related to my major field of study: \_\_\_\_\_  
(Course Prefix and Number)

Indicate the CPT Start and End Dates you are requesting and whether the employment will be part-time or full-time:

START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

PART-TIME EMPLOYMENT (20 hrs or less per week)

FULL-TIME EMPLOYMENT (more than 20 hrs per week)

Confirm your current residential U.S. address and contact information:

NOTE: You must check your [Student Center in ConnectCarolina](#) to make sure your current physical U.S. residential address has been reported under the "SEVIS Immigration Report Address" and the phone number you want reported to SEVIS (listed below) has been set to your "Preferred" phone number. If this information is not up to date it may delay the processing of your new I-20.

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NON-UNC EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Acknowledgement:** I have read and understand the rules and procedures outlined above and those in the CPT section of the ISSS website and I will abide by them.

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*Students should keep a copy of this signed memorandum for their own records. A copy will also be kept on file at ISSS.\*\***