

Employment Opportunities and Procedures (OPT, CPT)

Optional Practical Training (OPT) is the opportunity to gain work experience that enhances the understanding of your degree program. OPT, as it applies to students at Davis & Elkins College, is divided into three categories:

(1) during the student's annual vacation or at other times when school is not in session; (2) while school is in session, provided that OPT does not exceed 20 hours per week; (3) full-time after completion of the degree.

To be eligible for any of the OPT options, a student must have completed one academic year as a full-time student. For the first two categories, applications may be submitted to the United States Citizenship and Immigration Services (USCIS) no sooner than 120 days before employment begins. For the third category, the application can be submitted no later than the date of completion of the degree program and no sooner than one hundred and twenty days prior to the date of completion of the degree program.

Your lawful, F-1 student status expires sixty days after the date of which you complete your degree requirements. You are expected to leave the country by the date unless you have filed a timely application for Optional Practical Training or a status change which will allow you to remain in the U.S. Timely, in the case of OPT, is having your application filed (physically received by the USCIS by your date of completion of the degree, not during the sixty day grace period.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is designed to provide eligible students with an opportunity to gain actual employment experience that is "an integral part of an established curriculum." Such training is defined 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." Training must be a requirement or an integral part of your degree.

In order to obtain employment authorization for Curricular Practical Training, you must have completed one academic year in lawful status and currently be in F-1 status. You will be required to complete an eligibility application providing information stating the actual dates of employment, with whom you will be employed along with the address of the company, whether the employment will be full-time or part-time, and that the training is part of your degree requirement. You will need to describe the work involved in the proposed employment as well. For students fulfilling a class/course requirement, the name of the course and course number must be indicated. If you are determined to be eligible your CPT will be authorized. With this authorization you can begin your employment. No other authorization is required for CPT. You are not limited in the amount of Curricular Practical Training you may utilize. However, students who have engaged in one (1) year or more of full-time CPT are ineligible for Optional Practical Training (OPT).

While on CPT you are still in F-1 status. Do not forget to send us notification of any changes of address within 10 days. You can travel in and out of the United States while on CPT provided you get your I-20 signed by a Designated School Official (DSO).

Curricular Practical Training Eligibility Form

Instructions: Students must complete the top portion of this form and have their academic advisor complete the bottom. The form can be returned to the International Student Services Office, located on the second floor of Halliehurst Hall.

Student Name:

Social Security Number:

Degree Level:

Major:

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To the Advisor: Please answer each question below as clearly and concisely as possible. Then sign and date this form at the bottom and please include your contact information.

Dates for proposed employment (mm/dd/yyyy): from _____ to _____.

Name of proposed place of employment:

Address of proposed place of employment: _____

Check the type of proposed employment: full-time part-time (20hrs/week or less)

Is the proposed employment fulfilling a program requirement (check one)? yes no

If yes, list the course name and number:

Is the proposed employment integral to the completion of a thesis/dissertation (check one)?
 yes no

If yes, what are the title and/or focus of the student's thesis/dissertation:

Describe the work involved in the proposed employment:

Explain how the work will be incorporated into the student's thesis/dissertation in the form of data/results and how the work is integral to the completion of the thesis/dissertation.

Name (please print) and Title: _____ Date: _____

Signature: _____ Phone number: _____

Email

Address: _____
