

Request for Curricular Practical Training (CPT)

To be filled out by the **student**



Student Name _____ Major _____

ID# _____

Employer Information

Name of Employer (Person or Company): _____

Dates of the Intended Employment From: _____ to _____

Address of Company or Venue: _____

City: _____ State: _____ Zip Code: _____

Briefly explain the work that you'll be doing:

This form must be submitted along with BOTH an offer letter from your employer, as well as permission granted from your studio teacher AT LEAST 48 HOURS BEFORE the start of the employment, or it will not be approved.

I have included permission from my studio teacher
I have included an offer letter from my employer

Please read the following and sign and date the bottom of this form.

- By participating in the Curricular Practical Training that I've requested on this form, I will abide by the laws and regulations associated with CPT.
- I understand that in order to be legally authorized to work for the employer listed on this form or a new employer off campus, I must obtain an updated I-20 with my employment listed.
- I acknowledge that I must stay below 20 hours of employment per week during the semester, and if I exceed this, I am in violation of my F-1 status and risk termination of my F-1 status.
- Once my CPT is approved, I acknowledge that I am only permitted to participate in the employment that I have requested and must request additional CPT approval in order to participate in other employment off campus.

I understand that any violation of the laws and regulations may result in the termination of my SEVIS record and my F-1 immigration status, which may require me to leave the United States immediately.

I have read the above regulations and wish to request the CPT employment listed above.

Student Signature

Date

Student FAQ for Curricular Practical Training (CPT)



What is Curricular Practical Training (CPT)?

Curricular Practical Training is a work authorization you receive as a benefit of your F-1 Student Visa for employment integral to your studio. A DSO at NEC must process your work authorization through the SEVIS system prior to the start of your employment, and your new work approval will show on your new I-20. You may show your employer your new I-20 as proof that you are allowed to work pursuant CPT.

How do I qualify for CPT?

In order to use CPT as an undergraduate student, you must have been in F-1 status and in good academic standing at NEC for 9 consecutive months (2 semesters). If you are a graduate student, you are eligible for CPT immediately as long as you are currently in F-1 status and good academic status. CPT at NEC is part of your studio instruction. You must be enrolled for studio instruction and your studio teacher must approve of the job.

How do I get CPT?

- Obtain a written off-campus job offer, print or e-mail. (Or complete the form included in this packet)
- Request approval from your studio teacher using the CPT approval form in this packet.
- Complete the Request for CPT form
- Take all three documents to your international advisor. Your advisor will update your NEC I-20 with the CPT authorization.

What kinds of jobs can I use CPT for?

You can use CPT for any sustained, part-time (up to 20 hours a week during the semester) music-related job opportunity that is offered to you and that is directly related to your program.

How much can I work using CPT?

There is no limit on how many jobs you may take using Curricular Practical Training!

- You may have multiple employers; however, Federal Regulations state that you must have separate CPT authorization for every job you obtain. You must apply for CPT for every single employer and job.
- You may not work more than 20 hours a week total while classes are in session.
- CPT work authorization is granted by the semester. If your job runs longer than one semester, you must apply again next semester.
- You may work full-time only during school breaks, such as winter break between the fall and spring semester.
- You are not authorized to work beyond the expiration date noted on your I-20.

When can I start working? When should I apply for CPT?

You are encouraged to pick up and complete an application as soon as you are aware you have been offered a job opportunity. The International Student Services will NOT process incomplete applications for any reason. Generally, allow for a week to process your application. WE CANNOT BACKDATE CPT. Once your employment is authorized and you receive your I-20 form listing the employment opportunity, you may begin working.

I got this great gig with a local symphony and they said they wanted me to start that day! I've been working there for a week now, but I haven't applied for CPT. Can I still apply?

Working without authorization from NEC is a violation of your F-1 Student Visa. NEC is required to report all F-1 violations to USCIS through SEVIS. F-1 Student Visa holders who have worked without the appropriate approval will jeopardize their immigration status in the US and may not be eligible for reinstatement. It is important that you apply for CPT for every work opportunity you receive BEFORE you start work.

What if I am just volunteering, do I still need CPT?

You may need approval for CPT if you plan on engaging in volunteer work. Please contact the International Student Services before engaging in the volunteer activity.

Approval for Curricular Practical Training (CPT)

To be filled out by the **studio teacher**



Student Name _____ Major _____

Studio Teacher _____

Please note that under the F-1 Visa regulations, NEC may only endorse Curricular Practical Training if the off campus work is a required part of the student's curriculum.

At NEC, Curricular Practical Training is offered as part of studio instruction only if the instructor approves the job(s) as an enhancement of the studio instruction.

I have met with _____ (student's name), and I have reviewed the job description. I recommend that full time part time Curricular Practical Training (CPT) be authorized for this student for the following position:

Employer's Name: _____

This employment is taking place from _____ (start date) to _____ (end date)

In signing this form I attest that the employment is designated and structured to enhance the student's educational and studio instruction objectives endorsed by this department, and is directly related to the student's field of study. I understand that employment will be monitored to ensure academic relevance.

Faculty Signature:

Faculty Name (please print)

Date

OR

I do not authorize the student's CPT for the following reason

(check the appropriate box)

The proposed training experience is not directly related to the student's major field of study.

I have reason to believe that employment at this moment might jeopardize the student's academic standing.

Offer of Employment for Curricular Practical Training (CPT) To be filled out by the employer



Students on an F-1 visa (a student visa) may engage in off-campus employment that is directly related to their curricular program. This type of employment is called Curricular Practical Training (CPT). CPT employment must be approved by the sponsoring school (NEC) before the student may engage in employment.

Please complete this form or provide the student with a written offer letter on letterhead containing the same information.

Student Name _____

Employer Information

Name of Employer (Person or Company): _____

Dates of the Intended Employment From: _____ to _____

Address of Company or Venue: _____

City or Town: _____ State: _____ Zip Code: _____

Briefly explain the work that the student will be doing:

By signing below, I agree that I am authorized to sign on behalf of the employer listed above. The student listed above has been offered a position of employment with my organization that is offered in collaboration with NEC in order for the student to achieve curricular objectives.

Employer Signature

Date

Employer Name (please print)

Employer FAQ for Curricular Practical Training (CPT)



Are international students allowed to work? What is Practical Training?

A student who has an F-1 visa is allowed to work under certain conditions and with approval from their sponsoring school and U.S. Citizen and Immigration Services. Curricular Practical Training or CPT is work permission that may be granted before the student graduates, provided that the employment is part of the student's established curriculum.

Can I hire a student with CPT work authorization full-time while they are in school?

Students may only work a maximum of 20 hours per week while they are in school. They may work full-time during school break when classes are not in session. CPT is given one-semester at a time only.

What is an I-20 form?

The I-20 form is a form issued by New England Conservatory. It is created using a government web-based tracking system called SEVIS (Student Exchange Visitor Information Service) that is used by sponsoring schools that admit international students on an F-1 student visa. This form is very important as it documents NEC's sponsorship, makes the student eligible for an F-1 visa, and lists approved CPT employment opportunities.

What do I have to do before the student is legal to work?

In order for NEC to grant CPT work authorization to an international student on an F-1 visa, NEC requires an employment offer letter on the employer's letterhead or a completed Offer for Curricular Practical Training form. The letter should state the offered position, nature of the job duties, start and end date of employment, and number of hours per week the student will work. A sample letter with suggested language is included in this packet. An employment letter may be accepted via fax or e-mail as long as it has a valid signature. NEC also requires the Offer of Employment for CPT form to be completed and signed by the employer.

How can I tell if a student is authorized to work?

Once the student has received work authorization, it will be present on the 2nd page of the student's I-20 form. Only current employment is printed on the I-20.

If you have any questions regarding CPT or employing an international student, please reach out to International.Students@necmusic.edu