

The following newsletter will be published on the 1st of each month. It contains information related to immigration only. Please be sure to read and schedule any follow up appointment with IOCP staff in you have questions.

Below are the contents of the email (click on the title to jump to each section):

Immigration Updates

- [Curricular Practical Training \(CPT\)](#)
- [Full time Requirement](#)

OFFICE UPDATES & ANNOUNCEMENTS

CURRICULAR PRACTICAL TRAINING (CPT)

As we approach the spring semester many of you may be interested in beginning and/or continuing Curricular Practical Training (CPT). CPT is work authorization granted to international students that is "an integral part of an established curriculum" and "directly related to the student's major area of study." Therefore as you move forward in obtaining CPT authorization we would like to remind you of the following (as listed on our website).

ELIGIBILITY:

- Must be in active F-1 status at the time of application and must have been enrolled fulltime for one academic year before starting CPT. Exception exists for graduate students whose program requires immediate practical training.
- Work must be identified as an "integral part of an established curriculum." Must be required by the degree program or part of a course.
- Student must register for at least one course related to the CPT for each term during which CPT is authorized. This includes summer term.
- CPT may be approved for one semester at a time, not to exceed the academic program end date.
- Students who exceed one year of full-time CPT (working more than 20 hours per week) are ineligible for OPT for that academic level. This is a cumulative total of 12 months
- CPT for all academic programs at the same degree level.
- CPT must be approved and authorized on the I-20 prior to the employment start date.
- Working off-campus without prior authorization is a violation of F-1 status

APPLICATION REMINDERS

- All incomplete CPT applications will not be processed. You will be notified of required steps to complete your application
- Please allow 3 WEEKS for your application to be process
- All job offer letters must include start/end dates, supervisor contact, and position title
- You will need to complete the ENTIRE CPT APPLICATION PROCESS EACH SEMESTER FOR RENEWAL
- The IOCP office will contact you once your I-20 is ready for pick up
- Completing more than 11 months 28 days of full time CPT cancels out your eligibility for Optional Practical Training (OPT)

*We will be holding CPT workshops throughout the semester. Be sure to check your Hamline email and our Facebook page for more details.

FULL TIME STATUS REQUIREMENT

All international students on F-1 and J-1 visas must be enrolled as full-time students. Fulltime at Hamline is defined as:

- ⊙ 12 credits – Undergrad students
- ⊙ 8 credits – Grad students

If you need a reduced course load (RCL), you may be able to deduct your classes by working with our office. The [RCL form for F-1 visa holders](#) can be found on our website. Remember you must work with our office to receive authorization to drop a class **BEFORE** you drop your class below the required amount of credits for full time status.