
Policy Number: N/A

Subject/Title: Curricular Practical Training Information Statement for Students Sponsored on F-1 Visas

Statement:

In order to comply with United States Code of Federal Regulations pertaining to F-1 student visas, the UTHealth Houston School of Public Health has outlined this information sheet. Curricular Practical Training (CPT) is defined in the United States Code of Federal Regulations 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.” Students enrolled at UTHealth Houston may be eligible to participate in CPT provided that the training/employment is “an integral part of an established curriculum [8 C.F.R. § 214.2 (f)(10)(i)].” International students sponsored on an F-1 must follow US immigration laws to remain in compliance with immigration status.

Eligibility for CPT

Per US Code of Federal Regulations and the Office of International Affairs, CPT eligibility is as follows:

- Student must have been lawfully enrolled on a full-time basis for one full academic year before being eligible for CPT. An exception exists for graduate students whose programs require immediate curricular practical training.
- Student must be pursuing his/her academic objective and be maintaining valid F-1 status during the time of approved CPT.
- Training/employment must be either required of all students or required for a particular course or curriculum track in order to fulfill requirements for the degree.
- Student must receive course credit for training/employment. Training must be listed in the school's course catalogue showing the assigned number of credits and faculty member teaching the course. Students enrolled in such a course must perform training within the established course objectives under the supervision of the instructor.

Courses offered for the primary purpose of facilitating employment authorization do not qualify for CPT.

Opportunities for CPT

A CPT opportunity must be an *integral* part of the student's established degree requirements. It must be directly linked to a student's academic curriculum requirements, as well as academic progress. If the CPT does not qualify, a student will not be eligible to complete a CPT opportunity.

- MPH students are required to complete only three credit hours of practicum per the degree requirements, therefore only three hours will be applied to a CPT. MPH student who elect a thesis as their integrative learning experience may apply for CPT, however students must provide evidence of progress directly related to their thesis research.
- MS students are required to complete a thesis and may apply for CPT; however, students must provide evidence of progress directly related to their thesis research. MS students are not required to complete a practicum or internship, therefore a practicum does not qualify for a CPT.
- DrPH students are required to complete only three credit hours of practicum per the degree requirements, therefore only three hours will be applied to CPT. DrPH students are required to complete a dissertation as their integrative learning experience and may apply for CPT, however students must provide evidence of progress directly related to their dissertation research.
- PhD students are required to complete a dissertation per their degree and may apply for CPT, however students must provide evidence of progress directly related to their dissertation research. PhD students are not required to complete a practicum or internship, therefore a practicum does not qualify for a CPT, unless it is required on the degree planner.

Independent study courses are not required as part of UTHealth School of Public Health curriculum, therefore an independent study does not qualify for a CPT.

Required Documentation

Students should submit the following documents to formally request CPT from the Office of Academic Affairs and Student Services:

- A completed CPT Request Form, including approval from the student's academic advisor. CPT request forms are provided by the Office of International Affairs. Requested CPT start and end dates must fall within the start and end dates for the term in which the student is earning course credit for the CPT requirement.
- An official offer letter for the position that includes: scope of the position as it directly relates to the student's degree requirement, the number of hours working per week, salary/ or payment, and start and end dates of employment.
- If requesting CPT for Practicum: A completed learning contract that is also approved by the Office of Public Health Practice and Engagement. If a student opts to divide their three practicum credit hours across multiple semesters, their weekly work hours must align with their enrolled credit hours.
- If requesting CPT for thesis or dissertation research:
 - MPH students completing a thesis for their Integrative Learning Experience must also provide a [MPH Independent ILE Approval Form](#) approved by the advising team in the Office of Academic Affairs and Student Services.
 - DrPH students requesting CPT for their dissertation must have a [DrPH Integrative Learning Experience Approval Form](#) on file.
 - A completed [Thesis or Dissertation Enrollment Plan Form](#) that clearly outlines the academic expectations and timeline of this experience. It is important that the outlined learning objectives, expectations and deliverables justify the number of credit hours enrolled for PHM 9998 *Integrative Learning Experience/Thesis Research* or PHD 9999 *Dissertation Research*. All previously submitted [Thesis or Dissertation Enrollment Plan Forms](#), or Independent Study Plan forms should also be submitted. Successive study plans should demonstrate progress through thesis/dissertation requirements.
 - Proof of enrollment in either PHM 9998 or PHD 9999 that also matches the credit hours listed on the [Thesis or Dissertation Enrollment Plan Form](#).
 - A formal statement of support from the faculty advisor that clearly states that connection between, and necessity for, this experience and the student's thesis or dissertation. Statements of support should be written on letterhead and include the faculty signature.

A CPT opportunity that is not eligible will be declined. Failure to comply with CPT authorization could result in a loss of a student's immigration benefits.

For any questions related to CPT, please contact the Office of Academic Affairs and Student Services. Students may also speak with their international advisor.

Related Forms and Information:

- [Office of International Affairs CPT Request form for F-1 Students](#)
- [MPH Independent Integrative Learning Experience Approval form](#)
- [DrPH Integrative Learning Experience Approval form](#)
- [Thesis or Dissertation Enrollment Plan Form](#)

Responsible Office/Contact Information:

Office of Academic Affairs and Student Services
Office Phone: 713-500-9032
E-mail: SPHStudentServices@uth.tmc.edu

Office of International Affairs
(713) 500-3176
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