

### What is CPT?

- Temporary work authorization for F-1 students who have been lawfully enrolled full-time for 1 academic year at a U.S college, university, or conservatory. *\*AD students are exempt from the 1 year rule.*
- Authorization for **paid or unpaid** gigs, performances, or other activities that are directly related to an F-1 student's field of study and that are integral parts of the established curriculum.
- Authorization is annotated on the student's I-20 once approved by OIA.

### When should a student request CPT?

- Prior to beginning employment including rehearsals!!!

\*Important: OIA cannot grant CPT with an effective date in the past. Working off-campus without authorization is a violation of one's F-1 status and will result in the termination of your F-1 visa.

### How much can a student work using CPT?

- May work part-time (20 hours per week or less) when school is in session.
- May work full-time (more than 20 hours per week) during school breaks.
- Part-time CPT is unlimited and has no impact on Optional Practical Training (OPT) eligibility.
- Students authorized for more than 12 months of full-time CPT are not eligible for OPT.

### How does a student request CPT?

1. Completes CPT Request Form and obtains original or electronic signature from department representative listed below. See reverse side for directions in obtaining an electronic signature.

**Music:** Major teacher or Dean's Office  
(if teacher is unavailable)

**Drama:** Kathy Hood

**Dance:** Katie Friis

**Historical Performance:** Benjamin Sosland

**Jazz Studies:** Aaron Flagg

**Vocal Arts:** Monica Thakkar or Kirstin Ek

2. Submits CPT Request Form AND employment offer letter/contract/email to OIA.

#### \*Offer Letter/Contract/Email Requirements:

- Printed on official letterhead or emailed from employer's email address
- Contains:
  - Name of hiring company, venue, or individual (if not associated with an established company)
  - Location (Note: if a single gig/performance, include address where gig/performance will take place. If multiple locations, include employer's primary business address)
  - Employment start date (must be in the future and includes rehearsals)
  - Employment end date
  - Brief description of the job
  - Number of hours per week (Note: if the employment is for less than a week, provide total number of hours expected to work (including rehearsals) during the employment period)

3. Begins employment once OIA has issued the CPT I-20

*Reminder: Failure to comply with F-1 regulations is a violation of your status, which may result in serious consequences including the termination of your SEVIS record, your inability to re-enter the US, and the accrual of unlawful presence which could lead to your removal from the US. Direct all questions regarding your F-1 status to OIA, Room 245, [ويا@juilliard.edu](mailto:ويا@juilliard.edu)*

To be completed by the student

**Student Information:**

Student Name \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
Degree Level (check box): Bachelor's  Master's  Doctorate  Graduate Diploma  Artist Diploma   
Major (check box): Dance  Drama  Jazz  Historical Performance  Vocal Arts  Music   
If music, what is your instrument: \_\_\_\_\_  
If music, name of major teacher: \_\_\_\_\_  
Expected program end date as listed on I-20 (mm/dd/yyyy): \_\_\_\_\_

**Employment Information:**

Name of hiring company, venue, or individual (as indicated in offer letter/contract/email): \_\_\_\_\_  
Does your offer letter/contract/email meet the requirements listed on page 1 (check box): Yes  No\*   
\*If no, OIA will ask that you obtain additional documentation from the employer which will delay the processing of your CPT and may prevent you from taking part in the engagement.  
Employment Location (as indicated in offer letter/contract/email). Note: if a single gig/performance, include address where gig/performance will take place. If multiple locations, include employer's primary business address.  
Street Address (including street number): \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Employment Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours per week\*\* \_\_\_\_\_  
\*\* If the employment is for less than a week, provide total number of hours expected to work (including rehearsals) during the employment period)

To be completed by the student

I, \_\_\_\_\_, attest the following statements are true:

- I am currently in valid F-1 status, and I have been enrolled full-time for one academic year at a U.S college, university, or conservatory, or I am enrolled in the Artist Diploma program.
- I will continue to be enrolled in a full course of study during the CPT
- This employment/gig/performance is an integral part of my established curriculum and is directly related to the my major area of study
- I will only work a maximum of 20 hours per week cumulatively during the school year (full-time work can be authorized for vacation periods)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

To be completed by the department administrative director, artistic director, or major teacher.

**I, as the student's major teacher, administrative director or artistic director, have reviewed the offer letter/contract/email. I agree that this employment/gig/performance is an integral part of the student's established curriculum and is directly related to the student's major area of study.**

\_\_\_\_\_  
Signature of Major Teacher/Administrative Director/Artistic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Major Teacher/Administrative Director/Artistic Director

\_\_\_\_\_  
Juilliard Telephone Number

If your major teacher/administrative director/artistic director is unable to provide an original signature please email him/her the link to OIA's CPT Support Form (below) **along with a copy of your offer letter/contract/email**. Your teacher/director must complete this form before OIA can approve your CPT. **OIA will not accept electronic signatures by email.** [www.juilliard.edu/form/42366](http://www.juilliard.edu/form/42366).

Check the box if you emailed the link above to your major teacher, administrative director, or artistic director, and they will be complete the CPT Support Form online.