F-1 Curricular Practical Training (CPT) Application Packet

Curricular Practical Training enables F-1 students to gain off-campus work authorization for internships or other work that is REQUIRED by the degree program or for a course. You may apply for CPT if you have been enrolled in your academic program for a full academic year, and you have valid F-1 status. Your degree program must require this off-campus employment, or your must be able to register for a credit bearing course that requires the employment for the course. Usually students will do an internship in the summer, and then take the course for credit in the following fall semester. In order to apply, follow the instructions below.

Step One

- Obtain a letter from your employer.
  The letter MUST be on company letterhead and include:
    1) EXACT beginning and ending date of your employment;
    2) address of the location where you will be working
    3) job title or description of the job

- Fill out the top of the attached CPT recommendation form, and then have your advisor, course professor or co-op office to fill out the middle section of the form. Your advisor must fill out the middle section of the form, not you. (NOTE: If you are taking NMI 510, LAW 673 or ILR 599, you will receive an approval email instead of needing the academic advisor form—you do NOT need both.)

Step Two

- Bring your completed application to the International Education Center at least three weeks before you plan on beginning your job and speak with the International Advisor. The advisor will create a new I-20 for you.

Application should include:

___ Job offer letter
___ Academic Advisor Recommendation Form

Contact Information:
Dvasque1@uncfsu.edu
Deborah M. Vasquez, International Student Advisor
F-1 CURRICULAR PRACTICAL TRAINING
FREQUENTLY ASKED QUESTIONS

1. What is Curricular Practical Training?
Curricular Practical Training is work authorization for employment that is either required by your curriculum, required for a credit-bearing course, or required for your degree. The advisor at the IEC authorizes it.

2. What are the eligibility criteria for Curricular Practical Training?
In addition to getting credit in a course for the work, you have to have been enrolled in your program for a full academic year, and have maintained valid immigration status before you can apply for CPT. Graduate students whose degree curriculum requires immediate participation in an off campus work experience may be able to work before the academic year is completed IF this requirement is CLEARLY stated in the published program description.

3. Do I have to be registered while on Curricular Practical Training?
You do not have to be registered while on CPT; however, if you are registered as a full time student both graduate or undergraduate you can only work part time INCLUDING any time you already are working as a Teaching Assistant or Graduate Assistant. Part time work is 20 hours or less per week.

4. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training?
If a student qualifies for Curricular Practical Training, she/he may use up to eleven months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

5. What is considered part-time training?
Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. You must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status.

6. What is considered full-time training?
Employment for more than 20 hours per week is considered full-time curricular practical training, regardless of whether you are enrolled full-time or part-time for classes. The employment authorization on your I-20 copy will specify permission to participate in full-time training. There is no limitation upon the length of time you may participate in full-time curricular practical training, however, if you participate in twelve months or more of curricular practical training you will not be eligible for post completion practical training.

7. Do I have to pay U.S. taxes on my salary?
In general F-1 students who have been in the U.S. for five years or less are exempt from social security taxes (also known as F.I.C.A. tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local.

8. What proof of employment authorization can I give my employer?
Your I-20 form authorized for curricular practical training is the document which indicated employment authorization. You should bring your I-20 form, passport and I-94 card to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.
Academic Advisor’s Recommendation Form for International F-1 Student "Curricular Practical Training"

This form provides the International Student Advisor with information required to grant “CPT” work authorization to an international student in F-1 visa status. The student’s academic adviser or course instructor or co-op office must complete section 2 and sign this form. Questions can be directed to the International Student Advisor, Hackley Honors Hall, Suite 218, Ph.910.672.1957

STUDENT INFORMATION: Name: _________________________ ____________________________________
Major Field: _______________________   SEVIS ID# (upper right corner of I-20):  ______________________

1. DESCRIPTION OF THE INTERNSHIP:

Company Name: ______________________________ Job title: _________________________________________
Job Location Address: ___________________________________________________________________________
Number of hours per week: _______________ Begin Date: _________________ End Date:__________________

2. CURRICULAR CREDIT FOR THE INTERNSHIP:

In order for the student to qualify for curricular practical training, the student MUST either get credit in a course (such as an internship course or an independent study) or the work MUST be required for the degree. An academic advisor must certify and check ONE of the following (A-D):

A)_____ The student will get credit in a course. (The course must be taken EITHER concurrently or in the fall semester immediately following the work if that work is in the summer.)
   Course Title & Number: ____________________________ Semester student will take course: _________________

B) _____ The work is required for the student’s degree program. Explain how many hours are required and for what degree.
   How many hours for degree: _______________ Degree program: ________________________________________

C) _____ The work will form an integral part of the research for this graduate student’s thesis or dissertation. Explain how the research will form a part of the thesis or dissertation. [PLEASE NOTE: The work cannot simply be RELATED to the thesis, it must be an INTEGRAL part of the research]:
   ___________________________________________________________________________________________
   ___________________________________________________________________________________________
   ___________________________________________________________________________________________
   ___________________________________________________________________________________________
   ___________________________________________________________________________________________

Academic Advisor Certification:

As the student’s Academic Adviser, Course Instructor or Co-op Office, by signing this form, you are certifying that this employment IS REQUIRED FOR THE ACADEMIC CREDIT in the way detailed above. This is a legal requirement of “Curricular Practical Training” work authorization.

____________________________________________________________ Date ______________________
Signature of the Academic Adviser / Instructor of Course / Co-op Office