Curricular Practical Training Workshop

Interns Wanted
What is CPT?

• Curricular Practical Training (CPT) is temporary employment authorization that is “an integral part of an established curriculum” and “directly related to an F1 student’s major area of study.” It is granted by International Students and Scholars (ISS) for the purpose of achieving a curricular/academic objective.

• Includes internship, alternate work/study, or other types of practicum.
What is CPT used for?

• CPT is meant to be used for **curricular/academic** purposes:
  
  o Integral or required to the completion of your **program of study**
  
  o Can include research related to thesis or dissertation
So I can get an internship job related to my major? I’ll start applying right away!
ONE DOES NOT SIMPLY
GET AN INTERNSHIP
What CPT is **NOT** used for

- CPT cannot be used for the following purposes:
  - To work off campus just because you want to
  - To make money
  - Job experience/resume building
  - To intentionally start working for a future OPT employer before completing a degree
Eligibility Requirements

• Student must currently be in active F-1 status.

• Students must have been enrolled full-time for one academic year (Fall and Spring semester) at a SEVIS approved school.
  o This can include full-time enrollment on a previous visa, such as a J1 or H4.
  o Previous enrollment under F-2 will not count.

• Graduate students can apply for CPT in their first two semesters of a program if immediate participation in the internship is required by the department for all students enrolled in the program.

• Enrollment in an internship credit is required.

• Students must maintain full-time enrollment for Fall and Spring while on CPT.
  • 12 credits for undergraduates
  • 9 credits for graduate students
  • Summer enrollment is optional, except for the internship credit required for CPT
Length of CPT Authorization

• Because CPT is *curricular* and *tied to a specific internship credit*, CPT authorization will only be granted for *one semester at a time*.

• If a student wishes to continue their internship for the following semester, they must submit a new CPT application, even if it will be with the same employer.

• CPT authorization will not be authorized beyond the end of the current semester.

  • Example: A student with CPT authorization for Spring 2018 will only be permitted to work until May 11\textsuperscript{th}. Further internship is not required since the grade for the internship credit is due. However, if a student is looking at a Summer 2018 internship, they can apply for CPT authorization beginning May 12\textsuperscript{th} and can continue to work without interruption. They must give ISS staff enough time (at least one week) to process their request.
Course Requirement

• The Internship course must be taken for academic credit. The course must be a minimum of 1 credit hour.

• Students must register for an internship course before the CPT will be approved.

• A student must remain in the course for the whole semester and receive a grade.

• Graduate students in a thesis program
  o Thesis credit can be used for CPT if the internship is required to complete a student’s thesis or dissertation project.
Working Part-Time vs. Full-Time

• Part-time CPT is considered working 20 hours or fewer per week with your internship employer.

• Full-time CPT is 21 hours or more per week.
  
  - Full-time CPT will not be approved for Fall or Spring semesters for undergraduate students. Can be approved for graduate students in very specific, rare, circumstances.

  - 12-months (365 days) of authorized Full-time CPT will cancel OPT for your current major. Part-time CPT has no affect on OPT eligibility.

  - Example: A student authorized for 6 months of full-time CPT and 6 months of part-time CPT is eligible for OPT.
If I am volunteering for a company, without pay, that means I don’t have to apply for CPT. Right?
A Note about Volunteer Work

• What if I volunteer without being paid?
  • **An internship can be paid or unpaid.** Even if the position does not pay you must still have approved CPT. You are providing an employer with your time, knowledge, and skills. Especially if the position is one that can be filled by an American employee or is providing services to the company.

• Only *short-term, altruistic* types of volunteer work (soup kitchens, homeless shelters) do not require work authorization. Please check with ISS staff **BEFORE** volunteering.
Campus Employment & CPT

• Because CPT is a curricular activity, it does not impact your on-campus employment options.

  o Example: A student can work 20 hours on-campus, as well as 20 hours on part-time CPT for their internship. (Subject to change)
CPT in the Last Semester

• CPT can be approved during a student’s final semester, upon review by ISS.

• Care should be taken to show that the last semester internship is *curricular in nature* and was not intentionally being used just to begin OPT early.
How to Apply
Applying for CPT

• Step 1: Attend a CPT workshop or meet with an ISS adviser to discuss CPT eligibility.

• Step 2: Complete the CPT Application.
  o Paper copy of application at ISS office
  o Online copy of application can be found on ISS webpage:
    ▪ uwyo.edu/iss -> Current Students -> Employment

• Return the completed form to ISS at least one week prior to start date of internship.
Applications must be submitted no later than ONE WEEK prior to CPT start date.

The ISS office will review CPT applications on a first-come, first-serve basis, and in consideration of other projects and student requests.

DO NOT WAIT UNTIL THE DAY BEFORE WORKING TO REQUEST CPT.
Advisor Recommendation

- **Part I:** To be completed by student
  - Verify that the internship is related to the major and integral to the completion of the program.
  - Verify that they will monitor the student’s participation and will assign a grade.
  - Must describe how the internship is either required or curricular and related to the student’s major.

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<th>Name:</th>
<th>SEVIS ID:</th>
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<th>WVU:</th>
<th>Email:</th>
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- **Part II:** To be completed by student’s academic advisor.

  - Verify that the internship is directly related to my current field of study. The internship work is either required or integral to the completion of my degree program at WVU. I understand that the internship cannot be used for credit for a future job or for the opportunity to begin my CPT before this date. I will meet all requirements of my academic advisor in order to receive internship credit for the work performed during my CPT period and will not work before or after the approved dates as indicated on my Form -20 and employment authorization letter.

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<tr>
<th>Location of internship (street, city, state, zip):</th>
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By signing below I agree that this internship is directly related to my major field of study. The internship work is either required or integral to the completion of my degree program at WVU. I understand that the internship cannot be used for credit for a future job or for the opportunity to begin my CPT before this date. I will meet all requirements of my academic advisor in order to receive internship credit for the work performed during my CPT period and will not work before or after the approved dates as indicated on my Form -20 and employment authorization letter.

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<th>Signature:</th>
<th>Date:</th>
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ADDITIONAL CONSIDERATION: Please remember that it is possible that other options may be more appropriate for your internship and that internship not ending prior to CPT may still be possible. Please talk with EHS staff about other options if appropriate.

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<th>Part II: To be completed by the academic advisor</th>
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We appreciate your willingness to support the participation of this WVU student in this internship. Please read page 1 for the definition of CPT and other important information. It is critical that the internship is thoroughly documented as to its relationship to the student’s academic program and how the goals and objectives support this relationship. In protecting the student and the University, it must be demonstrated that the internship is not just an attempt by the student to be employed off campus, i.e., save expenses/fund and receive academic credit for the experience. ISS will rely heavily on this form completed by the advisor to make the decision to approve or disapprove the application. These documents may also be presented to the Department of Homeland Security to justify the approval of the CPT if requested by DHS. If you have any questions regarding this training opportunity for the student, please do not hesitate to contact the International Students & Scholars Office for more information or clarification.

As the academic advisor for the student named above, I verify the above information given by the student is correct. I also verify the following information regarding their intended training opportunity internship:

- This internship is curricular, directly related to the student's major field of study, and an integral part of an established curriculum. The student will receive internship credit toward their degree for the work performed in this internship.
- I will monitor the student's participation and academic progress for the total duration of the assigned CPT period and assign a grade based on the employer's evaluation and assignments submitted.
- The internship is REQUIRED for completion of the degree program. Yes, No
- If not required, please describe how this internship is an integral part of the established curriculum.

  - Describe how the training is curricular, related to the student’s major:

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<th>Advisor’s signature:</th>
<th>Date:</th>
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Employer Recommendation

- **Part I: To be completed by student**
  - Internship Sponsor is the company name, not your supervisor.

- **Part II: To be completed by employer**
  - Agree to provide evaluation/information requested by the academic advisor.
  - Understand that student’s CPT is limited to hours and dates provided on the I-20.
  - Describe tasks to be completed by student.
Submitting CPT application

• You must register for internship credit before the CPT application will be reviewed.

• Submit a completed application to ISS office at least **one week prior** to the start of the internship.

• Check email daily in case ISS has additional questions.

• Student will be emailed when I-20 is ready for pick-up. **I-20 must be presented to employer BEFORE you can begin your internship!**
I-20 is Your Work Authorization

I-20 Page 1 shows if your CPT authorization is part-time or full-time.

Dates of employment are listed on the I-20 page 2. Authorization is specific to the employer as shown on the I-20 page 2.
Changing CPT Employment

• “Can I add a second internship?” Yes, but you must submit a new CPT application and as well as a second internship credit. You will receive a revised I-20 showing both authorizations.

• “Can I change my employer? Yes, but it will require canceling your current authorization and submitting a new CPT request. You cannot work for the new employer until the new CPT request is approved by ISS.
QUESTIONS YOU HAVE?

ASK JESSIE OR MARIA, YOU MUST