



International Students and Scholars
Dept. 3228, 1000 E. University Ave. • Laramie, WY 82071-2000
(307) 766-5193 • fax (307) 766-4042 • www.uwyo.edu/iss

CURRICULAR PRACTICAL TRAINING FOR STUDENTS IN F-1 STATUS

USCIS DEFINITION OF CURRICULAR PRACTICAL TRAINING:

USCIS defines "Curricular Practical Training" 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." USCIS regulations state that CPT must be curricular (related to the student's major field of study) and "an integral part of an established curriculum". CPT is allowed for the purpose of training in skills to be used toward completion of a degree.

CURRICULAR PRACTICAL TRAINING IS:

- A way for international students to be paid for internship work done off campus.
- A way for international students to earn classroom credit for learning experiences outside of the classroom.
- A way for international students to get hands-on experience to help earn their undergraduate or graduate degree.

CURRICULAR PRACTICAL TRAINING IS NOT:

- A way for international students to earn money while attending school.
- A way for international students to get work experience to help them get a job after graduation.
- A way for international students to start their OPT/post-graduate job early.

PART-TIME vs. FULL-TIME CPT and LIMITATIONS:

- Part-time CPT is employment for 20 hours or less per week. There is no limitation on the number of semesters you may participate in part-time CPT, but you must enroll in internship credit each semester and a new CPT must be issued by ISS for each semester (in general).
- Full-time CPT is employment for more than 20 hours per week. There is no limitation on the number of semesters you may participate in full-time CPT, but you must enroll in internship credit each semester and a new CPT must be issued by ISS for each semester (in general). If you participate in more than 365 total days of full-time CPT during your program you become ineligible for OPT after completion. Full-time CPT will not be approved for undergraduate students during the fall and spring semesters. Full-time CPT for graduate students may be approved on a case-by-case basis.

ELIGIBILITY REQUIREMENTS:

- Student must have been a full-time student in F-1 status for one full academic year (fall and spring semesters) prior to the requested CPT start date. Graduate students who are required to participate in off-campus internship during their first year of study may participate in CPT, but must meet all other application requirements. IEP students may not participate in CPT. If you have either taken a leave of absence or left the U.S. to apply for reinstatement then check with ISS as this may affect your eligibility under the one full academic year rule.
- Student must register for at least one credit of internship in their program at UW for the semester in which the CPT takes place. Except: Training which is required by your degree program, but without an associated course, is always allowed and no CPT is required (ex. Pharmacy rotations). If the internship work is part of an already established and required course in the curriculum, USCIS requires that the course be "described in the schools catalog with the course objectives clearly defined, and must be a regular part of the curriculum, with a faculty member assigned to oversee the course." **A course offered for the primary purpose of facilitating employment authorization does not qualify for CPT.** Note: Graduate students who enroll for "continuous registration" generally cannot participate in CPT. Exceptions can be made by ISS on a case by case basis.
- Student must maintain immigration status, including full-time enrollment if required, during the CPT period.
- Student must work with course instructor and intended employer to complete CPT application pages and submit to ISS for approval. CPT must be approved, and formal documents issued, BEFORE a student may start the internship.

UNPAID INTERNSHIPS AND VOLUNTEERING:

Unpaid internships done for an off-campus employer may still be considered a form of employment. If you are uncertain if an internship is either unpaid employment or if it is a form of community volunteering, please contact the ISS office.

A NOTE OF CAUTION:

While USCIS regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with an ISS staff member before accepting any employment. It is **your** responsibility to comply with all immigration regulations that apply to F-1 students. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students in the future.

TO APPLY FOR CPT:

1. Student must complete and sign Parts I and III and register for internship credit prior to submitting the application to ISS.
2. Course instructor must complete and sign Part II.
3. Intended internship sponsor/employer must complete and sign Part IV.
4. Bring completed application to ISS **AT LEAST ONE WEEK before the CPT start date** to allow time for review and approval. If you qualify for CPT, a new I-20 and a work authorization letter will be prepared. Please give your employer the designated documents for their proof of your eligibility to be employed.

PART I: (To be completed by the student)

Name: _____ SEVIS ID: N _____

W#: _____ Email: _____

Requested CPT start date: ____ / ____ / ____ End date: ____ / ____ / ____ Part-time or Full-time?

*CPT dates should coincide with UW semester dates. Exceptions may be made with instructor's agreement to evaluate the full CPT period if different dates.

Name of internship course enrolled at UW during the CPT period: _____

Internship employer (company) name: _____

Location of internship (street, city, state, zip): _____

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 UW. I understand that the internship cannot be strictly for the purpose of earning money or gaining experience for a future job, or for the opportunity to begin my OPT/post-doc work early. I will meet all expectations of my course instructor 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 I-20 and employment authorization letter. If the internship is in the semester I will graduate that I will not work beyond the last day of the semester. I understand that if I violate any of the USCIS F-1 regulations pertaining to CPT, my immigration status may be terminated for failure to comply with all USCIS regulations.

Signature: _____ Date: ____ / ____ / ____

ADDITIONAL CONSIDERATIONS: Please remember that it is possible that other options may be more appropriate for your internship and that internships not qualifying for CPT may still be possible. Please talk with ISS staff about other options if appropriate.

PART II: (To be completed by the course instructor)

We appreciate your willingness to support the participation of this UW international student with their application for the benefit of Curricular Practical Training (CPT). Please read page 1 for the definition of CPT and other important information. It is critical that the internship be 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. serve beverages/food and receive academic credit for the experience. ISS will rely heavily on this form completed by the instructor in making 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 course instructor 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 establish 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.
- Describe how the training is "directly related to the student's major area of study", i.e. What skills from the curriculum will the student use in the training and what skills will they gain from the training?

Course Instructor Name: _____ Signature: _____ Date: ____ / ____ / ____

INTERNSHIP SPONSOR VERIFICATION FOR CURRICULAR PRACTICAL TRAINING

PART III: (To be completed by the student)

Student's Name: _____

Requested CPT start date: ____ / ____ / ____ End date: ____ / ____ / ____ Part-time or Full-time?

Internship sponsor (company) name: _____

Location of internship (street, city, state, zip): _____

PART IV: (To be completed by the internship sponsor)

We appreciate your willingness to support the participation of this UW international student with their application for the benefit of Curricular Practical Training (CPT). CPT is a training opportunity allowed by the United States Citizenship and Immigration Services to allow students to be paid for internship work that is related to their major field of study and is a required or integral part of their degree program. It is critical that the internship be 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. serve beverages/food and receive academic credit for the experience. ISS will rely heavily on the forms completed by the course instructor and employer in making 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.

Check the box if the student will be required to complete the Form W-9 to act as an independent contractor, instead of the Form I-9 Authorization to Work for Employer.

As the internship sponsor 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:

- The internship is a required or integral part of the student's established curriculum and the student will therefore receive academic internship credit toward their degree for the work performed during this internship. This practical work experience will enhance the student's formal academic training.
- The supervisor will provide any evaluation/information requested by the course instructor for evaluation of the internship for grading purposes.
- We recognize that under federal law the student's employment during CPT is limited to the hours per week and employment dates given in the work authorization letter that will be issued upon approval of the CPT. This letter will be provided to the employer by the student prior to start of their CPT.
- While participating in this internship, the student will perform the following duties/tasks:

*Please note: In general, F-1 students who have been in the United States less than five years are exempt from Social Security (F.I.C.A.) and Medicare taxes. Please refer to IRS Publication 519 for details. Student's earnings are subject to applicable federal, state and local taxes.

Name of Direct Supervisor: _____ Title: _____

Supervisor Phone: _____ Email: _____

Internship sponsor's signature: _____ Date: ____ / ____ / ____

Phone: _____ Email: _____