Curricular Practical Training Workshop for Students in F1 status

International Services
Division of Student Affairs
Curricular Practical Training (CPT)

(8. C.F.R. 214.2 (f)(1)(i))

• An integral part of an established curriculum

• Alternate work/study, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through cooperative agreements with the school

• CPT policies vary among universities, departments, and programs of study
CPT Options at FAU

1. An internship/practicum course or other field experience within the student’s degree program
   - required
   - optional but integral to the academic program

2. An internship/cooperative educational experience offered through the FAU Career Center*

3. Research/data collection essential to the completion of thesis/dissertation

*Please review the Career Center Guidelines for Cooperative Education/Internships
CPT Eligibility

- Student must have been enrolled in a full course of study for at least **two full-time consecutive semesters** prior to CPT authorization start date.
  - **Exception**: graduate students in programs requiring practical experience do not have to wait two semesters

- Student must enroll full-time (fall & spring) while pursuing CPT.
  - **Exception**: CPT can be authorized for graduate students who have completed all required coursework, except thesis/dissertation, if required to collect data/information essential for completing thesis/dissertation
CPT Requirements

• Employment offer is required prior to CPT approval
• Student may engage in CPT ONLY after DSO authorizes in SEVIS & new I-20 is issued with the CPT authorization
• Student may not engage in any approved CPT after relationship with institution ends (termination, completion, transfer)
• A change of employer requires a new authorization
• CPT ends when the semester ends; new authorization will require resubmitting a new application for a different semester.
Students may engage in part-time or full-time CPT and must maintain full-time enrollment, except in special cases or during the summer term.

- **Part-time CPT**
  - 20 hours/week or less
  - No effect on future eligibility for OPT

- **Full-time CPT**
  - Anything more than 20 hours per week requires full-time CPT authorization
  - Students who engage in 12 months or more of CPT (per degree level) are ineligible for Optional Practical Training
Enrollment during full-time CPT

- Must enroll in the appropriate COOP/internship course during the semester of authorized CPT – done through Career Center

- Except for summer vacation, students must be enrolled full-time or approved for a reduced course load by IS, if applicable, during CPT. Full-time CPT is NOT a reason to authorize enrollment below full-time.

- Enrollment Requirements:
  - Undergraduate students: 12 credit hours
  - Graduate students: 9 credit hours (some exceptions may be allowed on a case by case basis)
CPT and On-Campus Employment

• Students can maintain their on-campus employment while engaging in CPT.

• Graduate Assistants: certain departments may restrict pursuing CPT while engaged in an assistantship.

*The ability to engage in CPT and work on-campus does not mean you should. Remember, your primary objective is to make normal progress to obtain your degree – your primary purpose in your visa category is to study.
CPT and Program Requirements

• Even though regulations do not specify how many CPT experiences a student is allowed to have, they do require that CPT is an “Integral part of your curriculum” – meaning that requirements vary for each institution & program.

• **FAU/IS Policy**: students may have CPT for **two semesters per degree level**. Additional CPT will be reviewed and approved on a case by case basis.

• Remember, CPT is training related to your curriculum; IS must confirm that CPT is not only related to the field of study, but that it is also relevant to the curriculum (program).
CPT Dates

• Students may apply for CPT authorization prior to the start date of the semester, and no later than the drop/add date

• CPT start/end dates coincide with the semester start/end dates (to match the period of enrollment in COOP or internship experience)
  • Variations in CPT start/end date will be considered and approved on a case by case basis
CPT Application Checklist

- IS Curricular Practical Training Application (signed by student, academic advisor, and Career Center—if applicable) – found under ‘forms’ on fau.edu/iss

- CPT Online Quiz Score Confirmation Page (proof that you completed online workshop)

- Employment offer letter must include:
  1.) Name of employer and physical location where you will be working
  2.) proposed occupation (including title), description of duties, hours per week, and salary
  3.) Exact beginning and end dates of employment

**If your internship/cooperative education program is through the Career Center, you must first complete an application through their office.**
CPT Approval Process

1) Student attends Practical Training Workshop
2) Student completes IS CPT application packet and submits to IS
3) DSO reviews application packet and verifies immigration and academic eligibility for CPT (3-5 business days processing time)
4) IS Advisor authorizes CPT and issues new I-20 with CPT authorization on page 3 of the I-20
5) Student signs I-20 and keeps original

*CPT cannot be approved retroactively; thus CPT start date may not coincide with the requested start date if turned in late.*
What Do You Show Your Employer as Proof of Authorization to Work?

• I-20 with CPT authorization on page 3 showing employer’s name & address
  • Previous I-20s may be required to document F-1 status
• Valid passport
• Valid I-94 card/record marked D/S

*Proof of employment authorization cannot be presented at the time of your initial interview because authorization is not given until employment letter is provided; employers can contact IS for questions regarding CPT.
Social Security Numbers (SSN)

If you do not have a SSN, you will be able to apply for the social security number after receiving your updated I-20 with CPT authorization.

**Application requirements:**

- Social Security Application Form (SS-5 form)
- Letter from employer
- I-20 with CPT endorsement (Take prior I-20 forms with you as well)
- Passport
- I-94
CPT Reminders

• CPT must be authorized for both paid & unpaid experiences

• **CPT for volunteer work** should be authorized if you will receive academic credit for the experience

• Check with your academic/faculty advisor to see if they offer academic credit for the experience.
  • If your college does not offer credit, you will first need to complete the COOP application or Professional Internship Course with the Career Center.

• Doing CPT without authorization can result in F-1 status termination

• Changes in CPT terms/location must be noted on the I-20; please inform IS of any changes

• CPT cannot be authorized retroactively

• CPT cannot be engaged in after completion of coursework (only during your studies)

• CPT during thesis and dissertation is not permitted unless it is required for data collection

  **This concludes the CPT Portion! – Any Questions?**
CPT Online Quiz

• As part of the CPT application you will be required to take an online CPT quiz to demonstrate your understanding of the workshop content.

• Please print out a confirmation page of your score once you achieve a score of 100/100 as shown here ➔
You made it to the end!
Please complete the online **CPT Quiz**

Any questions?
Jennifer Szekeres
Coordinator, International Services
Jszekere@fau.edu