

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.

Full-time vs. Part-time CPT

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 →

CPT Online Workshop Quiz

Total points **100/100**

When you receive a score of 100% Total Points 100/100. Please be sure to print your results to include your score, Email, Name, Z# and attach to your CPT application.
Note: CPT applications without confirmation of 100/100 quiz score will not be processed.

Email address *

isss@fau.edu

Name: *

International Services

Z# (include Z) *

Z23112311

You made it to the end!
Please complete the online CPT
Quiz



Any questions?

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