



## Curricular Practical Training

Curricular Practical Training (CPT) is an immigration benefit only available to F-1 students who have not graduated and who have been enrolled on a full-time basis for one full academic year (i.e. fall and spring.) Full-time is at least 12 credits per semester for undergraduate students and at least 9 credits for graduate students. Degree programs requiring off-campus employment before meeting this one academic year requirement may be eligible for CPT.

### STEPS

- **Read this application packet.**
- **Understand CPT requirements, restrictions, and limitations.**
- **Obtain a job offer letter with the required information (see below).**
- **Enroll in an internship or practicum course during the term in which you are seeking CPT.**
- **Complete the Salve Regina CPT Application Form: <https://salve.edu/curricular-practical-training-application-form>**

### NEXT STEPS

**You must submit ALL 3 of the following items to the International Student Advisor:**

**\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\***

#### **1. EMPLOYER LETTER : With the following information underlined – Upload to your application**

- number of hours per week OR if the job is full-time or part-time
- employer/company address with zip code
- start date of employment (must be a date in the future)
- end date of employment
- Offer letter doesn't include required CPT information? Request a new letter from your employer OR an email to supplement the letter with missing information.
- Only have one letter for yourself? Make a copy for OIP prior to coming to a CPT session.

#### **2. ADVISOR RECOMMENDATION FORM completed by appropriate academic department:**

<https://app.hellosign.com/s/d24ac65a>

#### **3. PROOF OF ENROLLMENT FORM– Upload to your application**

### CPT Extension Requests

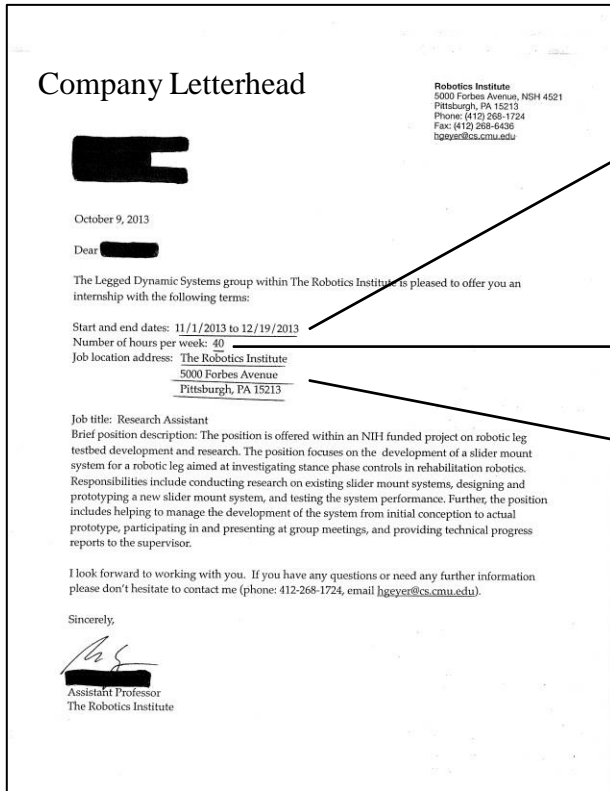
**CPT can be authorized between the start and end date of one academic term. While you must abide by your employer's specified end date, you may request authorization through the end of an academic term to avoid the need for an extension if your employer later extends your employment through the end of the academic term.**

If you do not take advantage of this option and your employer later extends your employment, you must apply for a CPT extension two to three weeks before the end date of your CPT authorization. You must scan and email your advisor a new job offer letter (or forward an email from your employer) with a new employment end date AND an approval email from your department. Extensions take 5 days to process. OIP cannot accommodate CPT extension requests during the week of Fall Orientation (end-August). Your new I-20 can be picked up by a designated friend or you can follow the instructions here to create a shipment: <http://www.salve.edu/international-programs/international-student-services/express-mailing-service>



## Sample Application Documents

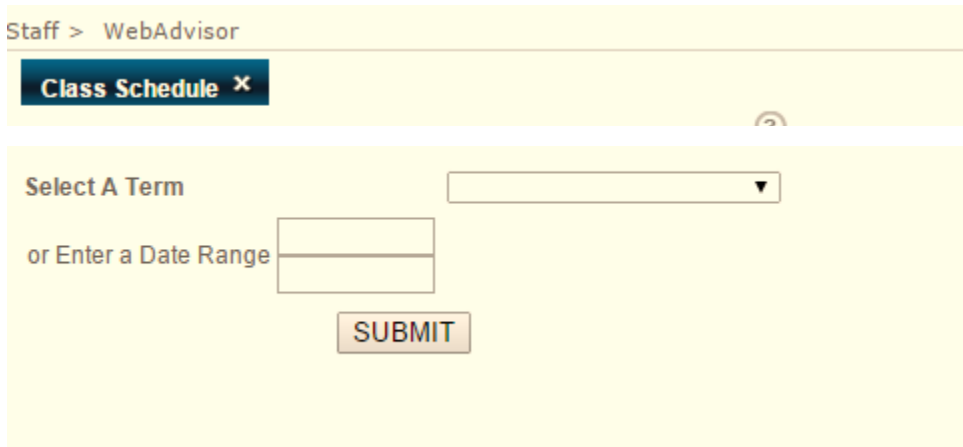
### Employer offer letter:



Specific start and end date

Number of hours per week or full or part-time

Name and complete address of the employer



Bring copies of the above documents with the attached “Advisor Recommendation for Curricular Practical Training” to a CPT application session **Incomplete applications will not be accepted for CPT processing.**



### **Curricular Practical Training – Frequently Asked Questions**

#### **1. Can I get CPT authorization first and then register for the internship course and/or find a job?**

No. CPT work authorization is granted for a specific employer and for a specific period of time, usually corresponding to a semester.

#### **2. Do I need to be enrolled while doing my CPT?**

Your program must require an internship/practicum OR you MUST earn academic credit for your CPT, even during summer term.

#### **3. Can I be employed full-time while on CPT?**

You can apply for full-time CPT during vacation periods and part-time CPT (20 hours or less per week) during an academic term.

#### **4. Do I have to pay for CPT work authorization?**

If approved, CPT work authorization is free and only requires a new I-20. However, you may be charged for enrolling in an internship or practicum course. Please see your department for further information.

#### **5. I heard that Curricular Practical Training is for any off-campus job. Is that true?**

No. CPT is employment that is an integral part of an established curriculum and is directly related to the student's major area of study. CPT is not meant to facilitate the creation of a special employment opportunity or for employment unrelated to the major field of study. If the primary goal is practical work experience rather than an academic pursuit, apply for Optional Practical Training (OPT). CPT opportunities include internship or cooperative education arranged with the approval of your academic program that will be part of your program's curriculum.

#### **6. I have a great internship opportunity. Can I start working tomorrow?**

No. You must have authorization from OIE before you begin a paid internship or any other form of CPT. You need to get a new SEVIS I-20 issued by the international student advisor which is endorsed with CPT authorization before your start working on your internship. New I-20s are processed in 5 business days after the receipt of all required CPT documentation.

#### **7. I am working this summer at "Company X," and OIP approved my CPT until the end of the summer term. How can I get it approved so that I can work through the end of Fall semester?**

Students may be authorized for CPT only one semester at a time. Students should consult with their OIE advisor to determine if CPT is possible in a subsequent semester, or if other authorization is required, such as OPT. CPT is not allowed in the final semester.

#### **8. The company where I will be doing my summer internship wants me to turn in the CPT approval ASAP. I am not enrolled for summer yet. Can you approve my summer CPT?**



No. It is a requirement to be enrolled in the semester of the CPT experience prior to CPT authorization.

**9. Do I need an I-94 Arrival/Departure Record?**

Yes. Your employer will need to see either your paper I-94 or a printout of your I-94 record from [www.cbp.gov/i94](http://www.cbp.gov/i94). If you are unable to find your I-94, please email [aida.neary@salve.edu](mailto:aida.neary@salve.edu)

**10. My academic department does not want to recommend CPT. In this case, can I still apply?**

No. Your academic department and advisor must approve this CPT. An academic advisor, department head, or dean must complete the recommendation form to determine your eligibility for CPT. You must be enrolled for at least a 3 unit course that requires a work experience (such as co-op, internship or practicum) or be enrolled in a degree program that requires an internship/practicum. This type of training requires supervision by a faculty member and must be listed in the university course catalog.

**11. My professor got me a job with “Company X.” It is a good opportunity for me to do research there. It will give me experience for after graduation. Can I use CPT for this?**

No. CPT cannot be approved based on it being a good opportunity alone. CPT is only authorized when the employment is part of the curriculum for your program. OIE will recommend and you should apply for OPT. It can take 2 -3 months to receive OPT authorization. Note: Both CPT and OPT are for jobs in your major field of study.

**12. Can I do full-time CPT and still be eligible for OPT?**

Maybe. If you participate in 12 months or more of full-time CPT you are not eligible to apply for OPT. Participating in fewer than 12 months of full-time CPT, or in part-time (20 hours or less per week) CPT does not affect your eligibility for OPT.

**13. Can I have CPT after I finish my studies and during my grace period?**

No. You can only do a CPT while you are an enrolled student. Students are not eligible for CPT once they have completed all course requirements for the degree except in certain cases, for example PhD students who will be collecting data for a thesis or dissertation and are required to have work authorization to obtain necessary data.

**14. Do I have to apply for CPT if I am offered volunteer work or an unpaid internship?**

F-1 students may participate in volunteer internships without work authorization if doing so won't violate any labor laws. If you will be compensated in some way for the service you are providing, you must have employment authorization. Compensation includes money, lodging, meals, transportation, gift certificates, or other remuneration. OIP generally recommends that students obtain CPT authorization for all unpaid/volunteer internships in case funding becomes available later, to apply for a Social Security number, or to use the experience on a resume or CV. Please consult an OIP advisor before engaging in a volunteer or unpaid internship.



**15. What do I show my employer so that they know that I have work authorization?**

You will present your I-20 with the CPT authorization notation. The authorization can be found on page 3 of your I-20.

**16. I'm finished with my thesis/dissertation. Can I have CPT while I wait to graduate?**

No. CPT is not meant to serve as a means to facilitate an employment opportunity and it cannot delay graduation; therefore, CPT is not allowed in the final semester. Remember to apply for OPT 3 months prior to your completion of program (not graduation) to ensure that you receive your work authorization as soon as possible.

**17. Will I get a new I-20 for CPT? If yes, which one (my original I-20 or new I-20) do I use for travel?**

Yes, you will be issued a CPT I-20 including a new travel signature. Keep all previously-issued I-20s, but present the CPT I-20 if reentering the US after a trip abroad even beyond your internship end date.

**18. What if my CPT is not near campus?**

Remember, enrolled students in F-1 status must keep permanent (address in home country) and local address (US residential address) information current through the HUB's Student Information On-Line (SIO) web site. If you will be moving for your internship, you must update your local address in the off-campus address field in SIO. You must remember to update your local address again when you return to Salve Regina University.

**19. My major is "X," but my job offer is for a different field. Can I get CPT or OPT?**

No. CPT and OPT employment must be directly related to the major field of study.

**20. Do I need CPT authorization for an internship outside of the United States?**

No. CPT is U.S. work authorization and is not needed for internships outside of the U.S. However, you do want to ensure that you have work authorization for the country where you will be working. Visit the appropriate Embassy website for further information

**21. Do I need CPT authorization to do an internship on-campus?**

Yes.



## **EMPLOYMENT RELATED INFORMATION**

### **Employment Eligibility Verification**

When you begin work, you and your employer must complete a form entitled “Employment Eligibility Verification” (Form I-9), which the employer retains. This form requires you to document your identity and work authorization according to directions on the back of the form. One acceptable combination of documentation is: valid passport, I-94 record marked for F-1 student status, Social Security Number, and a SEVIS I-20 with the CPT work authorization notation.

### **Social Security Number (SSN)**

For payroll purposes, you will also need to provide your SSN. If you do not already have an SSN number or if you have lost your card, take your passport, I-94 record, and CPT I-20 to the Social Security Administration and apply for a Social Security card. Note that your number will remain the same if you already had one. Some Social Security offices may not accept applications until the start date of the CPT employment has been reached. You may begin work without a SSN, however you need one to meet payroll and tax requirements.

### **Social Security Withholding and Other Taxes:**

In general, F-1 students who have been in the US fewer than five years are “non-residents for tax purposes” and are exempt from Social Security (FICA) and Medicare taxes. If you are a non-resident for tax purposes and your employer does withhold FICA, speak to your payroll office. You and your employer can refer to Internal Revenue Service Publication 519, “U.S. Tax Guide for Aliens” for additional information. Your earnings are subject to applicable federal, state, and local taxes. Tax returns must be filed on or before April 15 each year for the previous calendar year. The results of the filing will determine if any of the withheld income taxes can be refunded to you. Note that you may be subject to local and state tax filing for the state and municipality in which you are working on your CPT experience