



University of Wisconsin-Eau Claire

F-1 Curricular Practical Training (CPT)

Definition of Curricular Practical Training

Curricular Practical Training allows students to accept employment in a student's major field of study as part of their program of study. USCIS defines Curricular Practical Training as employment which is an integral or required part of the course curriculum, including: internship or cooperative education. A department that offers "Curricular Practical Training" must list the training opportunity as a course in the course catalog.

Conditions:

1. The student must have been in valid F-1 status for one academic year. In other words, undergraduate students must have completed nine months of full time study in order to be eligible for any kind of CPT.
2. The employment must clearly be related to the student's field of study and not pursued simply for monetary gain.
3. Students who have already completed all course/unit requirements for their degree are **NOT** eligible for Curricular Practical Training.
4. Intensive English Program (IEP) or ESL Students are not eligible for CPT

There are two types of Curricular Practical Training:

1. **Required:** To be considered Curricular Practical Training, the work must not only be related to your major field of study, but must also be an integral part of your studies. Training which is required by your degree program always meets the requirements for Curricular Practical Training, regardless of whether or not you receive academic credit for your work.
2. **Not Required:** Training which is not required by your degree program may meet the requirements for Curricular Practical Training if you receive academic internship credit for the employment experience and if it is an integral part of your studies. **WARNING:** Failure to enroll in and complete the course credit will result in immediate violation of your legal immigration status. It is the student's responsibility to fulfill all academic internship requirements of Curricular Practical Training with his/her academic department.

Part-Time vs. Full-Time Curricular Practical Training

Part-Time CPT. Employment for 20 hours or less per week while you are also enrolled full-time for classes is considered "Part-Time CPT". The employment authorization on your SEVIS I-20 will therefore specify permission to engage in "part-time" training and you must limit your work to no more than 20 hours per week. You must simultaneously be enrolled as a full-time student at UW-Eau Claire during the part-time CPT to maintain lawful F-1 status.

Full-Time CPT Employment for more than 20 hours per week is considered "Full-Time CPT" and the employment authorization on your SEVIS I-20 will, in this case, specify permission to participate in "full-time" training. Students may engage in Full-Time CPT during the summer break.

Being authorized for Full-Time CPT during the academic year (Spring or Fall terms) is not typical, but possible. When authorized for Full-time CPT, you **need** to be enrolled in school full-time to maintain lawful F-1 status. The exception is if it your last semester of your program of study and you are eligible for reduced course load

If you participate for a total of one year or more of full-time CPT, you will **not** be eligible for post-completion Optional Practical Training (OPT).

Deadlines and Allowable Employment Dates Under Part/Full-Time CPT

For CPT during Fall, and Spring semesters, when students are required to be enrolled full-time, the proposed start and end dates should closely follow the academic calendar. CPT cannot be authorized to start prior to the start of classes for those semesters, nor end later than the last day of exams for those terms. Summer CPT cannot start earlier than the last day of Spring term exams, nor extend into Fall semester. For Full-Time CPT, the proposed employment dates must also follow the academic year calendar for Spring and Fall terms.

Application and Authorization Procedures

To apply for Curricular Practical Training, you should make an appointment with an International Adviser and submit the following paperwork to the Center for International Education (CIE)

- 1) A copy of your current I-20, Passport, Visa Stamp, and both sides of your I-94
- 2) F-1 Curricular Practical Training (CPT) Recommendation Form
- 3) Letter of hire from your employer: The letter **MUST** (1) be on company letterhead, (2) have a full address, (3) have specific beginning and ending dates of employment following the academic year calendar and (4) have a detailed job description.

CPT can take up to 10 days to process – plan ahead. CPT work authorization must be obtained before beginning employment. You may not begin or continue employment prior to or after the dates of CPT authorized on the I-20. **If you work even for one day outside of your authorization, this is a serious immigration status violation.**

Social Security and Other Taxes:

To begin paying you, your employer will need your Social Security Number. You are responsible for managing your taxes. *CIE staff members are not able to answer tax questions.*

F-1 Curricular Practical Training (CPT) Recommendation

To Be Completed by Faculty Adviser or Department Chair

(Please read CIE handout, "F-1 Curricular Practical Training," prior to completing this form.)

TO: Center for International Education (CIE)
University of Wisconsin-Eau Claire

FROM: _____, _____
Print Name Title and Department

RE: _____, _____, _____/____/____
Student Family Name First Name Student's Graduation Date

I have met with the student listed above, and I have reviewed the student's Letter of Hire detailing his/her internship responsibilities. Based on this letter and the student's academic preparedness, I recommend that the student be authorized to engage in this internship via Curricular Practical Training (CPT). The internship will take place at (please print company name and complete address):

and authorized from _____/____/____ to _____/____/____ based on the following (check only one):

_____ Non-credit training programs that are a required part of an established curriculum (i.e. clinical training required for a degree in social work).

_____ Credit training programs that are a required part of an established curriculum (must involve internship credit listed in the course catalogue),

_____ Credit training programs which are an integral, but not required, part of an established curriculum (must involve internship credit listed in the course catalogue).

Course Name and Number	Number of Credits	Days & Times
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This position will be _____ part-time (no more than 20 hours per week) _____ full-time (more than 20 hours per week).

Faculty Adviser Signature: _____ Date: _____/____/____

Student Signature: _____ Date: _____/____/____