

CURRICULAR PRACTICAL TRAINING (CPT)

University of Wisconsin-Parkside | International Students | Part 1

Requirements	Students must be enrolled for one academic year before being eligible for CPT. Exceptions exist for graduate students who have been enrolled for a one year period in a contiguous undergraduate/graduate program.
Field/Level of Work	Must be an integral part of an academic curriculum and be directly related to the student's major field of study. Normally this means that the student must be registered for internship credit with an academic advisor's approval.
Location	Students may engage in CPT only for the specific employer, location and period approved and recorded by the Parkside International Student Services and Study Abroad Office on the I-20 document.
Duration	CPT is granted for a specific period by the International Student Services Office. CPT is usually granted in one semester increments. CPT automatically ends upon graduation or transfer to another university.
Hours Per Week	Normally approved for part-time (20 hours or less). On-campus and CPT work hours cannot add up to more than 20 hours per week while school is in session (or 40 hours a week when school is not in session)
Offer of Employment/Training	Must have an offer of employment or training from an employer offering work or training that qualifies as curricular practical training.
Effect on Optional Practical Training	Use of full-time CPT for one year or more eliminates eligibility for the Optional Practical Training Program. Use of part-time CPT does not affect eligibility for the Optional Practical Training Program.
Approval process	Once CPT is approved, the student's SEVIS file will be updated with CPT authorization. Student cannot begin CPT until the Employment Start Date on their I-20. The student will need to present their I-20 to the employer indicating approval. An Employment Authorization Document is not required.
Miscellaneous	Students must continue to maintain a full course of study in F-1 status during the period of employment.
Social Security Card	Students are required to have a Social Security card for CPT employment.

APPLICATION STEPS:

- ▶ **STEP 1:** Meet with your academic advisor to make sure that an internship (with academic credit) will fit into your degree program.
- ▶ **STEP 2:** Search for an internship placement. (Utilize the Prospective Employers letter to explain the CPT work program.)
- ▶ **STEP 3:** Obtain an employment offer letter from an employer that includes your name, company name and address, name/e-mail/telephone of direct supervisor, work hours, and employment start and end date. Also in the letter should be a description of job responsibilities.
- ▶ **STEP 4:** Have your academic advisor complete the **CPT Academic Advisor form**.
- ▶ **STEP 5:** Register for an internship course.
- ▶ **STEP 6:** Make an appointment with the International Office to approve CPT. Bring with you: Employment Offer Letter, Academic CPT Application and proof that you have registered for the internship course. The International Office will submit the necessary information on the SEVIS website and print a new I-20 verifying CPT authorization.
- ▶ **STEP 7:** Start working on or after the date listed on the 2nd page of your I-20.
- ▶ **STEP 8:** Student cannot work beyond CPT expiration date. CPT automatically stops upon graduation or transfer to another university.

Be at Parkside.

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Dear Prospective Employer:

I would like to thank you for considering employing a University of Wisconsin–Parkside international student. We are proud of our students and believe this work experience will allow them to contribute significantly to your organization while providing them with a valuable learning opportunity.

As immigration regulations can be quite complex, we wanted to take the opportunity to explain two US government programs which allow international students holding F-1 student visas to gain paid work experience in their fields of study. The two programs are called “Curricular Practical Training (CPT)” and “Optional Practical Training (OPT)”. These programs do not require your organization to file for visa sponsorship. Basic information about CPT and OPT can be found on this government website: <https://www.ice.gov/sevis/practical-training> .

The Curricular Practical Training program is designed for students who wish to participate in an internship-type course while they are enrolled in their degree program. This program allows students to work in their field of study for up to 20 hours a week while school is in session or 40 hours a week during vacation breaks. The approval process is quick and employers can verify legal approval by reviewing Page 2 of the student’s I-20 immigration document entitled “Certificate of Eligibility for Non-immigrant Student Status”. Your organization’s name will appear on this page along with the approved employment dates. Copies of this document should be kept for your records.

In order to obtain permission to for CPT employment, the F-1 visa student must submit a job offer printed on company letterhead containing this information:

- ▶ Name of student
- ▶ Company name and address
- ▶ Name, e-mail, and telephone number of direct supervisor
- ▶ Number of hours per week the student will work
- ▶ Employment start date
- ▶ Employment end date (if applicable. Approval is provided for 1 semester at a time).
- ▶ A brief listing of job responsibilities

The second approved work program is Optional Practical Training. This program is largely used by international students to gain full-time work experience during summer months or after they graduate. OPT is approved by the U.S. Citizenship and Immigration Services and the student is issued an Employment Authorization Document (EAD) card stating the authorized employment dates. Most students are limited to one year of OPT although those in the science, technology, engineering and mathematics fields may be able to extend an additional 24 months. Occasionally students obtain a CPT position while attending the University and then continue on with the employer by utilizing the OPT program after they graduate.

If you have questions about either of these work programs, feel free to contact the International Student Services Office at UW Parkside (262) 595-2701. If you choose to hire an international student, you may wish to review this information regarding social security tax exemption <https://www.irs.gov/individuals/international-taxpayers/aliens-employed-in-the-us-social-security-taxes>

Sincerely,

Karin Basken
International Student Services & Study Abroad Coordinator

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