



THE UNIVERSITY OF ALABAMA®  
THE CAPSTONE OF HIGHER EDUCATION

**International Student & Scholar Services**  
**Curricular Practical Training Seminar**

[http://international.ua.edu/iss/currentstudents/  
student-employment/#cpt](http://international.ua.edu/iss/currentstudents/student-employment/#cpt)



# Curricular Practical Training (CPT)

**WHAT IS CPT? Temporary employment (e.g., internship) that is an integral part of an established curriculum.**

- ❑ Only available prior to degree completion
- ❑ Directly related to major field of study (Program of Study section on new I-20)
  - ❑ Cannot be in a minor field of study
  - ❑ Cannot be in a previous field of study if different than your current major field of study
- ❑ Employer specific (must have job offer letter)
- ❑ Must be authorized by ISSS with a new I-20
- ❑ Not intended for general, ongoing work authorization
- ❑ Even unpaid internships require CPT authorization



# Requirements

- ❑ Complete 1 academic year (Fall and Spring semesters) in F-1 status
  - ❑ Exception may be made for graduate students in programs that require an internship the first year of study
- ❑ Job offer in major field of study
- ❑ Departmental approval (recommendation form on page 7 of CPT Packet)
- ❑ Maintain full-time student status for the duration of the CPT (if in Fall or Spring Semesters)
- ❑ Continue to make normal degree progress
- ❑ NOTE: You may not begin CPT until new I-20 authorizing CPT is issued by ISSS



# CPT Impact on I-20 Program Extensions

**The duration of an I-20 should provide sufficient time to complete the academic degree for which it was issued.**

- ❑ Participation in CPT should not delay one's program completion.
- ❑ A student's desire to continue working on CPT, under immigration regulations, cannot be the basis of an I-20 extension.



# Types of CPT

## **Required for the Degree**

- Internship required for everyone in degree program in order to complete degree.

## **Integral to the Curriculum**

- Internship is not a required part of the program's curriculum, but the internship is considered integral to the academic experience.

## **Dissertation/Thesis Research**

- Off-campus work/training is necessary to complete research necessary for a dissertation/thesis.
- Must register for dissertation/thesis hours or a department-specific dissertation/thesis credit and file a [Less-Than-Full-Time Recommendation](#).



# CPT: Full-Time vs. Part-Time Work Authorization

- ❑ **Part-Time:** 20 hours or less per week
  - Part-Time CPT has no impact on eligibility for OPT.
  
- ❑ **Full-Time:** Allows you to work more than 20 hours per week
  - More than 364 days of full-time CPT makes you ineligible for OPT at this degree level.
  - ISSS recommends limiting full-time CPT to 11 months
  
- ❑ **On-campus employment and CPT together cannot exceed 20 hours of work a week during Fall and Spring semesters. This includes assistantships. An exception is made for graduate students who have completed coursework and are in research hours.**



# Duration of CPT

- ❑ CPT is authorized by semester
  - ❑ Participation in CPT may begin as early as the day after the previous semester ends, but CPT must end before the first day of the following semester (e.g. CPT can include the break between semesters, but cannot go into another semester)
  
- ❑ CPT may be extended if recommended by academic department and authorized by ISSS
  - ❑ Submit a new CPT request for each semester and each employer, including summer session(s).
  
- ❑ You may participate in CPT as much as your program will allow & department will authorize.
  - ❑ A student will be ineligible for OPT if he/she participates in greater than 364 days of **full time** CPT.



# CPT & Academic Calendar

## Spring Semester CPT

CPT can begin as early as day after Fall semester ends. (e.g. Dec. 16, 2017)

CPT must end no later than the day before the start of Summer classes. (e.g. May 28, 2018)

## Summer CPT

CPT can begin as early as day after Spring semester ends. (e.g. May 6, 2018)

CPT must end no later than the day before the start of Fall classes. (e.g. August 21, 2018)

## Fall Semester CPT

CPT can begin as early as day after summer sessions end. (e.g. August 5, 2018)

CPT must end no later than the day before the start of Spring classes. (e.g. January 8, 2019)






# CPT Application Process

Make an appointment for CPT Processing

- ❑ contact ISSS at **international@ua.edu** or **205-348-5402**
- ❑ Book appointment [online](#)

You MUST bring the following for CPT Appointment:

- ❑ CPT Application Form (pages 5 & 6 of CPT Packet). Please type responses directly into the fillable form.



**Capstone International Center**  
International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402  
INTERNATIONAL@UA.EDU | HTTP://INTERNATIONAL.UA.EDU/ISSS

**F-1 Curricular Practical Training (CPT) Application**

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BIOGRAPHIC INFORMATION

Full Name (as in passport): \_\_\_\_\_  
Family Last Name (Surname) Given Name (First) Middle Name (if any)

Date of Birth (month/ day/ year): \_\_\_\_\_ Gender:  male  female  
(mm/dd/yyyy - i.e. March 27, 1975)

UA Campus-Wide ID (CWID) Number: \_\_\_\_\_ SEVIS I-20# N \_\_\_\_\_

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CONTACT INFORMATION

Current Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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ACADEMIC PROGRAM (MAJOR AND EXPECTED GRADUATION DATE)

Degree Level:  Bachelor's  Master's  Doctoral  
 Academic Major(s): \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
(mm/dd/yyyy - i.e. Dec. 15, 2013)

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PRACTICAL TRAINING DATA

Type of Curricular Practical Training You Are Seeking:  
 Initial CPT  CPT Extension  Part-Time (20 Hours/Wk or less)  
 Full-Time (More than 20 Hours/Wk)

Requested Work Start-Date: \_\_\_\_\_ Requested Work End-Date: \_\_\_\_\_ Are you working on-campus now?  Yes  No  
Hours/Wk

Have you participated in CPT before?  Yes  No  
 If yes, please indicate periods of previous CPT participation:  
 1.  Full-time /  Part-time from \_\_\_\_\_ to \_\_\_\_\_  
 2.  Full-time /  Part-time from \_\_\_\_\_ to \_\_\_\_\_  
 3.  Full-time /  Part-time from \_\_\_\_\_ to \_\_\_\_\_

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EMPLOYER DATA

Employer Name & Address: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_  
 Supervisor's Email: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

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DOCUMENT AND REQUIREMENT CHECKLIST

REQUIRED CPT DOCUMENTS	INTERNATIONAL STUDENT & SCHOLAR SERVICES NOTES FOR ISSS USE ONLY
<input type="checkbox"/> Academic Adviser's Recommendation/Cooperative Education Memo	<input type="checkbox"/> 1 academic year in status
<input type="checkbox"/> Unofficial Transcripts	<input type="checkbox"/> Maintained full-time enrollment
<input type="checkbox"/> Job Offer Letter	<input type="checkbox"/> Signed Student Responsibility Checklist
	Advisor's Initials: _____ Date Received: _____ Date Completed: _____ ISSM Updated: _____

STUDENT RESPONSIBILITY AGREEMENT

While on Curricular Practical Training you must continue to abide by the rules and regulations governing your visa status. Please carefully read the statements below and place a check mark in the box next to each statement that applies to the type of practical training application that you are applying for. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.

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CURRICULAR PRACTICAL TRAINING RESPONSIBILITY CHECKLIST

I understand that I am eligible to work only during the dates authorized by International Student & Scholar Services as indicated on page 3 of my I-20 form and must show my original I-20 authorized for CPT to my employer before beginning employment.

I understand that I am eligible to work only for the employer indicated on page 3 of my I-20 form.

I understand that if I wish to extend my curricular practical training, I must submit the following to ISSS, prior to the expiration of the current CPT employment authorization period indicated on my I-20 form:

- (1) a new Curricular Practical Training Application,
- (2) an updated letter of employment,
- (3) an updated recommendation letter from my Academic Adviser/Cooperative Education, and
- (4) register the CPT experience for credit.

If I do not do so, I must stop working on the date indicated on my I-20 form (page 3). Failure to do so may result in illegal employment in the US.

I understand that participation in Curricular Practical Training is not a valid reason for delaying graduation and that extension of my I-20 and F-1 status may not be possible if my participation in CPT causes a delay in my studies.

I understand that my passport must be valid at the time of curricular practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program.

I understand that I am required by current immigration regulations to report the following to International Student & Scholar Services within 10 days of any change of: legal name; residential or mailing address; employer name; employer address; and/or loss of employment.

I certify that the above information is correct and complete, and that I shall notify ISSS of any change in my personal information.


Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CPT Application Process (continued)

## You MUST bring (continued):

- ❑ Recommendation from Your Academic Department (page 7 of CPT Packet)
- ❑ Proof of registration of your course credit(s)



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**Academic Adviser/  
Cooperative Education  
Recommendation for  
CPT Participation**

**TO BE COMPLETED BY ACADEMIC ADVISER & CHAIR  
OR COOPERATIVE EDUCATION OFFICE ADVISER FOR COOP PROGRAMS**

Name of Student: \_\_\_\_\_

CWID Number: \_\_\_\_\_ Level of Study: \_\_\_\_\_

Major Field(s) of Study: \_\_\_\_\_

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UA Academic Department: \_\_\_\_\_

Adviser's Name and Title: \_\_\_\_\_

Adviser's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**INSTRUCTIONS TO ACADEMIC/COOP ADVISER:** Please complete the following approval and sign at the bottom.  
This is to confirm that the above named student is a full-time student in the Department of \_\_\_\_\_  
expecting to complete a  Bachelor's;  Master's;  Doctoral degree by \_\_\_\_\_.

The above named student wishes to engage in a/an:

- internship,
- practicum,
- field experience,
- professional practice,
- work related to dissertation/thesis/project research,
- cooperative education (coop) program.

Participation in this experience is considered to be:

- integral (i.e. highly recommended but not required) to the degree program,
- required for the degree (i.e. the requirement applies to all students in the degree program),
- required for dissertation/thesis/project research that is part of the degree program.

I have discussed the student's plan to participate in this training and believe it to be a useful and integral academic experience.

**Below are the details about the training:**

Student's Title/Position: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's exact street address: \_\_\_\_\_

Exact beginning date of experience: \_\_\_\_\_ Exact end date of experience: \_\_\_\_\_

Number of hours/week student will work: \_\_\_\_\_

**COURSE DETAILS**

Course number & name: \_\_\_\_\_

Course objective: \_\_\_\_\_

Number of credits to be received: \_\_\_\_\_

Supervising faculty member: \_\_\_\_\_

Semester of registration (course must be in same session of CPT experience): \_\_\_\_\_

I recommend that the student participate in this experience.

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CPT Application Process (cont.)

## You MUST bring (continued):

- Photocopy of official job offer letter (template on page 9 of CPT Packet)
- Original of all of your I-20s since entering the U.S. (no copies are needed, but originals will be reviewed)
- Original passport, visa, and I-94 (no copies are needed, but originals will be reviewed)

TEMPLATE FOR JOB-OFFER LETTER

[PLEASE PRINT ON COMPANY LETTERHEAD]

INTERNATIONAL STUDENT'S NAME  
INTERNATIONAL STUDENT'S ADDRESS

DATE

Dear INTERNATIONAL STUDENT'S NAME:

I am pleased to invite you to participate in an internship with the COMPANY NAME.

Under the terms of our agreement to host you during your internship, you will be required to work from START DATE (e.g. SEPTEMBER 1, 2012) until END DATE (e.g. DECEMBER 31, 2012). Your position will require you to work a minimum of NUMBER OF HOURS per week at a rate of pay of \$X PER HOUR (OR WILL BE UNPAID).

During your time with us, your supervisor will be SUPERVISOR'S NAME AND TITLE.

Your position with COMPANY NAME will be POSITION TITLE. You will work at our location at PHYSICAL STREET ADDRESS (NOT P.O. BOX). Your primary duties will be to LIST DUTIES.

We look forward to your arrival. Please feel free to contact me if you have any further questions.

Sincerely,

SUPERVISOR/OWNER

NOTE: All offer letters should include the following details: physical location of work, position, number of hours to be worked per week, begin and end date of work, and duties.



# Enrollment

**Full-time enrollment or equivalent is required for CPT in Fall and Spring Semester (for CPT during summer break, enrollment can be for less than full-time, but must be at least 1 credit hour).**

## **Undergraduate Students:**

- Full-time enrollment is 12 credit hours during Fall and Spring Semesters; or
- If it is your last semester and fewer than 12 credits are required to graduate, file a [Less-Than-Full-Time Recommendation](#) with ISSS.

## **Graduate Students:**

- Full-time enrollment is 9 credits (6 credit hours for those on a .5 FTE assistantship); or
- If you are in dissertation or thesis hours or it is your last semester and less than 9 credits are required to graduate, file a [Less-Than-Full-Time Recommendation](#) with ISSS.



# I-9, Social Security, and Taxes

- ❑ **I-9:** All employees in the U.S. must complete Employment Eligibility Verification I-9 Forms with their employers within 3 days of starting employment.
  
- ❑ **Social Security:** Employment in the U.S. requires a Social Security Number (SSN). If you do not have an SSN, you must have your job offer letter processed by ISSS and apply for a SSN
  
- ❑ **Taxes:**  
**Social Security and Medicare Taxes**  
Typically, non-resident F-1 students with authorized CPT or OPT are exempt from Social Security (F.I.C.A) and Medicare taxes as long as you continue to declare non-resident status for tax purposes.

## **Federal, State, and Local Taxes**

Federal, state, and local taxes will be withheld from your paycheck by employers unless you qualify for a tax treaty exemption.

(More information also available at the [IRS website](#))



# Questions? Concerns? Queries? Doubts?

