



Office of International Students & Scholars

Curricular Practical Training

What is Curricular Practical Training (CPT)?

Curricular Practical Training is work experience (internship) tied to academics for which a student is paid. The experience must be in the student's major field of study. Such experience must be an integral part of the established curriculum, listed in the course catalogue, documented and supervised by college faculty. **A course offered for the primary purpose of facilitating employment authorization does not qualify for curricular practical training.**

Am I eligible for CPT?

1. Student must have been in lawful F-1 status for at least one academic school year (2 semesters) and must currently be in status. Graduate students in programs that require immediate participation in CPT may begin their training before they have been here one academic year. Students enrolled in English language training programs are eligible for CPT.
2. Students must register for internship credit
 - a. CPT or internship may be required or it may be elective. The training program must be listed in the university course catalog with the assigned number of credits and name of the faculty members teaching the course clearly indicated. There should also be a description of the course with the course objectives clearly defined. Students enrolled in such a course may work out the details of their specific projects within the established course objectives under the supervision of the instructor.
 - b. The internship experience must be approved by the overseeing CPT faculty of the student's department at USU for work experience related to major field of study.
 - c. If more time is needed to complete internship than is originally stated on the I-20, student must re-apply for an extension of program and of curricular practical training by completing again the original process **BEFORE AUTHORIZATION EXPIRES.**

How do I apply?

Check when complete- *all steps must be completed before CPT can be granted.*

- Submit to the Office of International Students and Scholars your I-20, passport, unofficial transcript, current registration and account summary.
- Complete the attached letter from the department and have overseeing CPT faculty (and Academic Advisor for Graduate Students) sign.
- Obtain original offer letter from prospective employer stating that employment will be an internship. Must include beginning and ending date of employment (see example). Please notes that you must submit an original offer letter on company letterhead.
- Once you have gathered all above documents please submit them to the OISS for authorization.

What if I need to extend my CPT?

You must do the same procedure as when you first applied.

Part-time vs. Full-time Curricular Practical Training

Part-time Training: Employment of less than 20 hours per week while also enrolled full time for classes is considered “part-time” CPT. The employment authorization written on the back of *Form I-20* must specify permission to engage in “part-time” training.

Full-time Training: Employment of more than 20 hours per week is considered “full-time” CPT. The employment authorization on *Form I-20* must specify permission to engage in “full-time” training. Graduate students on full-time CPT must register for a minimum of three credits and maximum of 8 credits to maintain lawful F-1 status requirements. Undergraduates must be registered for less than 12 credits to maintain lawful F-1 status while on full-time CPT.

Curricular Practical Training and eligibility for Optional Practical Training

If students participate in 12 months or more of “full-time” CPT, they lose eligibility for Optional Practical Training (OPT) after completion of studies. Participation in “part-time” training programs or less than 12 months does not affect eligibility for OPT.

Practical Training for Consecutive Semesters

The OISS will grant CPT for only one semester at a time. Some internships are granted for two or more consecutive semesters. In such case, the student must sign up for credits each semester the student is on CPT.

Can I apply for CPT after my defense?

NO!

As a graduate student, can I do CPT after the completion of course work?

No, once course work is completed, you will need to apply for OPT.

Tax Information/Withholding/Social Security

On Campus: According to the Internal Revenue Service, earnings of foreign employees working in the United States are subject to certain withholding taxes. The taxes that are withheld depend on the type of visa classification of the employee and tax treaty agreements between the countries. Non-resident alien employees may not claim “exempt” status on the W-4 form. All international students and scholars employed by Utah State University must complete the appropriate forms in the Controller’s Office at the time of employment. Appointments can be made to complete these forms with Jane Banks at 797-1682 or you may visit her office in Old Main Building.

Off Campus: Tax treaties and taxes withheld for off campus employment must be discussed with and determined by the employer.

Caution: It is your responsibility to comply with all Immigration Regulations which apply to F-1 students. If you drop your internship credits while in CPT, you have fallen out of status and are not eligible to continue on CPT.



Office of International Students & Scholars
Curricular Practical Training Form

Date: _____

Mr/Mrs/Miss _____ is a student in the department of _____
(Students Name)
_____ who is participating in internship training program beginning
(Department Name)
on ____/____/____ and ending on ____/____/____. Such internships may only be authorized for one semester at a time.

This work experience is an integral part of the student's course of study. As defined in the internship agreement, the student will be registered for # _____ of credits.

This internship will be:

- a. ____ Part time (working less than 20 hours per week)
- b. ____ Full time (working more than 20 hours per week)

This internship is:

- a. ____ Required
- b. ____ Elective

Name of Employer: _____

Employer Address/phone number: _____

Brief Description of Job: _____

I agree that this work experience is an integral part of the established curriculum, in the student's course of study. The above named student will register for cooperative education or internship credit will be supervised during the internship by this department. Furthermore, I understand that this course is offered for meeting academic objectives and not for the primary purpose of facilitating employment authorization.

(Academic Advisor Signature - Graduate Only)

(Department Faculty)

Sample Employer Letter for the F-1 “Curricular Practical Training”

Company Letterhead Stationary

Date

EMPLOYER ADDRESS

Dear **STUDENT NAME**,

This is to confirm that **COMPANY NAME** is offering you employment as a **JOB TITLE** for **NUMBER** of months beginning **DATE**. The employment ending date will be **DATE**. This employment will serve as Curricular Practical Training (CPT) and will supplement your degree in **MAJOR**. It is our understanding that you will be receiving academic credit for this experience and that it is an integral part of your academic program. Pursuant to these terms, this company agrees to provide the necessary information and documentation to Utah State University, in order to help evaluate your experience regarding your program of study.

The goals and objectives of your training with us will be **DESCRIPTION OF JOB DUTIES**. Specifically, you will be involved in **PRIMARY JOB DUTIES**.

The location of your experience will be **CURRENT ADDRESS OF EMPLOYER**.

We recognize that under federal law your employment is limited to 20 hours per week during an academic semester if participating in part-time CPT. However, during official Utah State University vacation periods or holidays, you may increase your work hours with the permission of your supervisor.

We recognize that if you are participating in full-time CPT, your employment must exceed 20 hours per week during an academic semester.

On behalf of the company, I welcome you to **NAME OF COMPANY**.

Sincerely,

NAME
TITLE

*cc: Utah State University
Office of International Students and Scholars*