Curricular Practical Training Workshop

& Economic Hardship information
Workshop Agenda

- What is CPT
- Who Qualifies
- UTEP Internal Rules
- Steps to requesting a CPT
- Maintaining status
- Extending CPT
- Economic Hardship
- Quiz
What Is Curricular Practical Training

- A type of work authorization for F-1 / F-3 student visa holders
- Granted only during academic program. Cannot be granted after completion of program.
- Must be for employment directly related to your current field of study
- Must have been in F-1/F-3 status for one academic year
  - Time spent on another visa immediately before changing status to F-1 or F-3 can count towards CPT eligibility if student was enrolled full time
- 12 months+ of full-time CPT makes you ineligible for OPT upon graduation at the current level
- Usually used for off-campus employment but can be used for on-campus employment
- CPT is authorized by OIP at no cost
Qualifications for CPT:

- Must be in F-1 / F-3 status
- Must have at least one academic year of F-1 / F-3 status
- One year of full-time enrollment (unless given permission to enroll part-time)
- Must have a declared major (ELI, non-degree, general studies and Programa Interamericano students cannot participate)
- Cannot have any holds preventing registration
- Must have located a prospective job related to your major
- Must be concurrently registered in Co-Op class. See University Career Center (UCC)
Types of CPT

- **Part time: 20 hours per week or less**
  - Requires full time enrollment
    - Undergraduate students = 12 credits
    - Graduate students = 9 credits

- **Full time: 21 hours per week or more**
  - When it’s a full-time CPT, OIP allows flexibility in enrollment:
    - Be 21 hours per week or more
    - Begin with the term (latest, census day)
    - End with the term
    - When its two semesters of full time CPT back to back, you can spread out your credits.

<table>
<thead>
<tr>
<th>Level</th>
<th>Part-Time CPT</th>
<th>Full-Time CPT (options for maintaining status)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester</td>
<td>Fall</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td>12 Credits</td>
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<td></td>
<td></td>
<td>3 Credits</td>
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<tr>
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<td>6 Credits</td>
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<td>9 Credits</td>
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<td></td>
<td>12 Credits</td>
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<tr>
<td>Graduate</td>
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<td>9 Credits</td>
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<td>3 Credits</td>
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<td>6 Credits</td>
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<td>9 Credits</td>
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UTEP Internal Rules

- Human Resources limits on campus employment to 20 hrs/week
- Grad School limits full time CPT for graduate students to two semesters

- For registration into Co-Op, University Career Center requires:
  - That the employment experience be of 120 hours or more in duration
  - Undergraduate Students:
    - 2.0 GPA
    - Between 30-90 credit hours on transcript
  - Graduate students:
    - 3.0 GPA
    - Between 9-24 credit hours on transcript

- OIP processes CPT on a semester basis. A CPT renewal form is needed in order to continue working beyond first authorization
What you need to do to apply for CPT?

- Step 1: Review this workshop
- Step 2: Create a JobMine Account
- Step 3: Report my Internship on Job Mine
  - UCC will register you in the Co-Op course
  - Upload career documents (job offer letter) to Job Mine
  - Upload personal letter explaining the job relation to your major
- Step 5: Read and complete the CPT application. Include:
  - Personal letter stating how this experience will benefit you and how it relates to your major
  - Graduate Students attach a copy of your I-20
- Step 6: Have your academic advisor sign the CPT application (Graduate students: multiple signatures required)
- Step 7: Submit CPT application to OIP
- Step 8: Pick up I-20 and begin/continue employment

- Extra Step: if you do not have a Social Security number, you will need to apply for one after CPT is approved
Average processing time

- Average time from application start date:
  - Undergraduate Students:
    - 1.5 weeks
  - Graduate Students:
    - 2.5 weeks
What an approved CPT looks like

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
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<tbody>
<tr>
<td>U.S. Immigration and Customs Enforcement</td>
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</table>

| I-20, Certificate of Eligibility for Nonimmigrant Student Status |
| OMB NO. 1653-0038 |

<table>
<thead>
<tr>
<th>SEVIS ID: NO</th>
<th>NAME:</th>
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<table>
<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATION</th>
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<table>
<thead>
<tr>
<th>EMPLOYMENT STATUS</th>
<th>TYPE</th>
</tr>
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<tbody>
<tr>
<td>APPROVED - FULL TIME</td>
<td>CPT</td>
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<table>
<thead>
<tr>
<th>EMPLOYMENT START DATE</th>
<th>EMPLOYMENT END DATE</th>
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<tbody>
<tr>
<td>03 AUGUST 2015</td>
<td>19 DECEMBER 2015</td>
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</table>

<table>
<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>EMPLOYER LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tec de Monterrey Prep School</td>
<td>5450 Hurst Pl, El Paso, TX 79912</td>
</tr>
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<tr>
<th>COMMENTS</th>
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<tr>
<td>Cooperative education opportunity as a Dual Credit Courses Facilitator. Student will instruct and assess students, create lesson plans, assign and correct homework, manage students and communicate with parents.</td>
</tr>
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</table>
Maintenance of status while on CPT

• You must notify OIP of any changes prior to the change (*job site, change in hours per week, position*). A new application may be required.

• If you are promoted, it’s a new job and you must reapply for CPT.

• If you end your CPT early please notify OIP.

• Even if you skip classes for one semester and do ONLY full-time CPT, can will be automatically billed for UTEP student health insurance because of the Co-Op course enrollment and it’s the law. *(exception: Texas Higher Education Coordinating Board rules say Mexican students are exempt)*
Extending CPT

- Must be same job & same company

- Submit “CPT Renewal Application”

- Attach copy of job offer letter (may need new letter if previous letter had an end date)

- Complete “Report My Internship” process with Univ. Career Center (and give them same job offer letter you brought to OIP)

- Grad students must obtain all 4 signatures on renewal application and submit a memo/email from employer specifying employment dated during the new term
Working Without CPT Authorization:

- Do not work before or after your authorized dates (illegal employment)

- If you work without CPT permission, either prior to your first CPT authorization or prior to a renewal, your immigration status / I-20 may be terminated

- Most students who make this mistake do so when in the process of extending / renewing a CPT

- **DO NOT MAKE THIS MISTAKE!!! The costs are HIGH!!!** (≈ 5 year bar to U.S.)
Things to consider

• It is possible to have more than one CPT authorization at a time *(following the rules previously mentioned)*

• You can apply for CPT multiple times

• You can end a CPT early

• You cannot use CPT after you complete your degree requirements

• If you transfer schools, your CPT authorization (and all other employment) ends

• 12 months + of FT CPT make you ineligible for OPT at the current level
More CPT information

For more information please visit:

• Immigration and Customs Enforcement
  • [Practical Training](#)
• Office of International Programs
  • [Curricular Practical Training](#)
• University Career Center
  • [Internship Program](#)
Economic Hardship

- Type of off-campus employment authorization for F-1/F-3 visas
- Must be result of economic difficulties outside student’s control
  - Must be able to document these difficulties
- Must have been in F-1 / F-3 status for a year to qualify
- Cannot work on-campus at same time
- Granted for 1 year
- Can be renewed
- Does not require major-related employment
- Can only use for 20 hrs / week during term
- Can use full-time during breaks
Applying for Economic Hardship

• Write a statement describing hardship

• Include back-up documentation

• State why other employment options are insufficient

• Complete I-765 application for employment
  • submit photos, and fee ($410). May apply for fee waiver

• Wait for result (2-3 months...)
CPT vs. Economic Hardship

• Most students benefit more from a combination of CPT and on-campus employment because:
  
  • CPT processing is faster

  • You don’t have to quit on-campus job in most cases

  • Can be hard to get approval for economic hardship authorization
More information on Economic Hardship

For more information please visit:

- Immigration and Customs Enforcement
  - Off-Campus employment
- Office of International Programs
  - Economic Hardship
1. What is Curricular Practical Training (CPT)?

   a. Work authorization for US citizen

   b. Work authorization for an international student with F-1 / F-3 visa

   c. Work authorization only for international students from Mexico
Answer #1:

b. Work authorization for an international student with F-1 / F-3 visa
2. When can an international student legally work outside the campus?

a. With a CPT authorization, at the approved job

b. With a CPT authorization and with any other job they want

c. When it’s a volunteer position

d. Anytime they want to

e. Answers a & c
e. Answers a & c

(This is kind of a trick question, because volunteering is not “working”)

Answer #2:
3. When can a student work more than 20 hours a week on CPT?

a. Only when the student has an F-1 visa
b. Whenever their employer asks them to
c. When they have a part-time CPT authorization
d. When they have a full-time CPT authorization
Answer #3:

d. When they have a full-time CPT authorization
CPT Quiz

4. Where do I apply for the Co-Op Internship Program?

a. Office of International Programs  
b. Office of Admissions  
c. University Career Center  
d. Pizza Hut restaurant  
e. Social Security Administration
Answer #4:

c. University Career Center
CPT Quiz

5. Which of the following students are eligible for CPT?

a. New international student
b. Student with undeclared major
c. A student who graduated last semester
d. A current international student who has been in status for 2 years
d. A current international student who has been in status for 2 years (minimum 1 year)

Exception: a student in a program that requires an internship as part of the degree plan can qualify before the academic year of status. For example, ATCP is eligible from the first semester because working is required for the certificate.
CPT Quiz

6. Which of the following students would not be eligible for OPT?

a. A student who works 13 months of full-time CPT
b. A student who works 15 months of part-time CPT
c. A student who works 9 months of full-time CPT
Answer #6:

a. A student who works 13 months of full-time CPT
CPT Quiz

7. The next thing a student should do after uploading the offer letter and letter of relation of major, reporting My Internship in JobMine and getting registered in Co-op is:

a. Apply for CPT with OIP
b. Start working
c. Attend new employee orientation
d. Create a JobMine account
Answer #7:

a. Apply for CPT with OIP
CPT Quiz

8. To extend a CPT work authorization, a student must:

a. Talk to their academic advisor

b. Give new job offer letter to Univ. Career Center & continue working

c. Submit “CPT Renewal Application” to OIP and continue working

d. Contact the Univ. Career Center, and submit the “CPT Renewal Application” to OIP, wait for approval of the CPT then resume / continue employment
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Any Questions ???
Important!

Workshop review is mandatory.

Don’t forget to email oip@utep.edu so we can record your “mandatory attendance”.

Last updated 04/03/2017