Curricular Practical Training Workshop
Workshop Agenda

- What is CPT
- Who Qualifies
- Types of CPT
- UTEP Internal Rules
- Application Process
- Job Offer Letter
- Maintaining status
- Working without CPT Authorization
What Is Curricular Practical Training

• CPT “must be an integral part of an established curriculum”

• It allows a lawful F-1 student to participate in one of the following:
  • alternate work/study
  • Internship/fellowship
  • cooperative education

• **Required/Recommended** internship or practicum

• Paid or Unpaid positions

• A student may choose to receive wages or academic credit for this experience

• CPT is authorized on a semester basis. To continue employment you must reapply every semester (Spring, Summer, Fall).
Qualifications for CPT:

- Must be in F-1 / F-3 status
- Must have at least one academic year of F-1 / F-3 status, unless internship is required by degree of study
- Must have a declared major
- Cannot have any holds preventing registration
- Must have a job offer
- Passport must be valid for at least six months into the future
Types of CPT: Recommended

- Part time: 20 hours per week or less
  - Part-Time border commuter students will only be granted Part-Time CPT.

- Full time: 21 hours per week or more

- Both require full time enrollment or equivalent
  - Undergraduate students = 12 credits
  - Graduate students = 9 credits
Types of CPT: Required

- Part time: 20 hours per week or less
  - Part-Time border commuter students will only be granted Part-Time CPT.

- Full time: 21 hours per week or more

- Both require full time enrollment or equivalent
  - Undergraduate students = 12 credits
  - Graduate students = 9 credits

Note: If your degree of study requires an internship, you qualify for CPT on your first or last semester.
UTEP Internal Rules

• Consult with Grad School on their rules pertaining full-time CPT

• Must be concurrently registered in Co-Op class. See University Career Center (UCC)

• 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
  • Graduate students:
    • 3.0 GPA
What you need to do to apply for CPT?

• Step 1: Review this workshop

• Step 2: Read and complete the CPT application.

• Step 3: Have your academic advisor sign the CPT application and provide a description of how the CPT experience contributes to your course of study. (Graduate students: multiple signatures required)

• Step 4: Submit CPT application to OIP

• Step 5: Pick up I-20 and begin/continue employment

• Step 6: If you do not have a Social Security number, you will need to apply for one after CPT is approved
Job Offer Letter

The information below must be included in the Job Offer Letter

• Job Offer Letter on Company Letterhead
  • Place of employment
  • Location
  • Detailed job description to show relation to course of study
  • Number of hours per week; and
  • Beginning and ending dates of employment

• Submit all documents to the Office of International Programs
Maintenance of status while on CPT

- You must maintain full course of study or its equivalent while on CPT

- You may engage in CPT only after you have obtained approval from OIP, which includes a notation on your I-20

- CPT employment/activities must be performed for the specific employer, location, and period listed on the I-20

- Any changes to your employment information must be reported to OIP

- There is no cumulative maximum for CPT, however, if you complete twelve (12) months or more of Full-Time CPT, you will **NOT** be eligible for Optional Practical Training (OPT) upon graduation.
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.)**
Important!

Workshop review is mandatory.

Don’t forget to email the Office of International Programs & Study Abroad at oip@utep.edu to inform us of your completion.
Any Questions ???
Please contact the Office of International Programs & Study abroad at oip@utep.edu