



**Office of International Affairs (OIA)**  
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### **Curricular Practical Training (CPT)**

#### **What is Curricular Practical Training (CPT)?**

CPT is an academic program to allow F-1 students to participate in either an internship or training required of all students obtaining that degree or an employment that is for degree credit and is an integral part of the degree program.

#### **Am I eligible for CPT?**

If you have been enrolled as a full-time student for at least one academic year and are in lawful F-1 status, you may be eligible to apply for CPT.

Graduate student in programs that require immediate participation in CPT are exempt from the 9-month in-status requirement.

Students in English language programs are not eligible for CPT.

#### **What are my options for CPT?**

There are two types of CPT

- “Required” CPT is an internship or practicum that you **MUST** complete to earn your degree.
- “For-credit” CPT allows you to earn degree credits for employment in a job that is an integral part of your degree program. Internships and co-op programs fall into this category.

#### **If I participate in CPT, will I lose my opportunity for OPT?**

**ONLY** if you do one year or more of full-time CPT. CPT for short period does not affect your OPT. Part-time CPT does not affect your OPT.

#### **What is the difference between CPT and OPT?**

CPT is an academic program that provides an employment or training opportunity for experience either required for the degree or as an integral part of the degree program. Authorization is given by the Designated School Official (DSO) at OIA.

OPT authorization is given by USCIS (U.S. Citizenship and Immigration Services) to allow an F1 student to be employed his/her field of study to gain work experience.

**Do I need to register for credits when using CPT?** Yes

**Do I register for credit even when using the WVSU Career/Internship Office’s services?** Yes

**Do I register even in the summer?** Yes

#### **How do I know what courses to register for?**

Consult your academic advisor to determine the appropriate course in your department that has a training component.

**How many credits do I have to take?**

Part-time CPT students register as a full-time student. For the full-time CPT request, please consult OIA in advance,

**How many hours can I work?**

Part-time CPT is 20 hours or less per week and full-time CPT is more than 20 hours per week.

**Can I work 20 hours per week on campus and 20 hours per week on CPT?**

NO. If you are doing part-time CPT, the total hours between CPT and on-campus employment must be no more than 20 hours/week.

**What does USCIS (U.S. Citizenship and Immigration Services) considers as “employment”?**

If you receive any kind of compensation, even in-kind compensation such as meals, housing, insurance, etc. USCIS consider it to be employment. You would then need to apply for CPT.

**When can I start my CPT employment?**

You may start employment on the begin date list on page 2 of the I-20. Your authorization is specific to a begin date, end date, and a specific employer. Any employment before or after these dates is unauthorized employment and will cause a big problem for you. Be careful!

**How will my employer know I am authorized to work for CPT?**

The I-20 (page 2) indicates the dates you are authorized to work for that employer.

**Procedure for obtaining CPT**

1. Discuss academic program with academic advisor to determine that CPT is an integral part of your program
2. After receiving a job offer, complete all forms included in the CPT packet.
3. Register for the course indicated on the Advisor Form for CPT.
4. Submit completed packet to OIA
5. When OIA completed employment authorization, you will be contacted to pick up your I-20 which will contain the employment authorization.
6. Failure to remain enrolled in the appropriate course results in illegal employment.
7. Remember, you may not begin employment until you have employment authorization.

**Please contact OIA for the detailed CPT application information.**



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*The information contained in this form is intended for informational purpose only and is not to be taken as legal advice. Please speak to an international student advisor about your specific situation so that we can properly advise you. Thanks!*