

# Curricular Practical Training (CPT)

A GUIDE TO WORKING OFF CAMPUS  
FOR CONTINUING F-1 STUDENTS



International  
Education

# What is CPT?

Alternate work/study, internship, cooperation education, or a required internship or practicum offered by sponsoring employers through cooperative agreements with the school

# What kind of work can I do with CPT?

## *Possible*

- Work that relates to your major
- Paid or unpaid off-campus work for a U.S. employer anywhere in the U.S., including **remote work\***
- Internship or other required work experience for your major
- Work for multiple employers as long as separate CPT authorization is obtained for each employer

**\*CPT is required if you will physically work in the U.S. for any part of the internship. If you will physically work outside the U.S., including remote work for a U.S. employer, you do not need CPT. CPT cannot be used to work remotely in the U.S. for a non-U.S. employer.**

## *Not possible*

- Work that does not relate to your major
- **Work for a non-U.S. employer**
- **Self-employment**
- Long-term, ongoing employment instead of a short-term work experience
- Work for UR after graduation

# What is required for CPT?

- Declared UR major – **1<sup>st</sup> year students are NOT eligible**. 2<sup>nd</sup> years are NOT eligible until they declare a major.
- Valid F-1 status and good UR standing at time of application
- Job offer that relates to your major
- Continuing student enrolled full-time at UR for current term if CPT is done during semester or enrolled for fall if CPT is done during summer
- F-1 status for at least 1 academic year (9 months) by employment start date EXCEPT graduate students whose programs require a work experience in the 1<sup>st</sup> semester
- F-1 students who spent time at another institution in another non-immigrant status that allows full-time study (e.g. J-1, H-4, etc.) can count this time toward the 1 academic year requirement if there was no break in between programs
- Must receive UR academic credit during employment period unless your major has an internship or experiential learning requirement
- 20 hour per week maximum when school is in session; full-time during school breaks. **Any on-campus employment counts toward the 20 hour per week maximum.**

# When can I use CPT?

- Must be used BEFORE graduation
- Can be authorized for part-time (20 hours or less per week) or full-time (over 20 hours per week)
- Part-time CPT does not count toward 12-month limit that takes away from OPT
- Separate CPT applications must be made for the fall, spring and summer terms if work extends beyond one semester

# When does my CPT start and end?

## ***CPT starts***

- On employment start date of I-20 authorizing CPT

## ***CPT ends***

- On employment end date of I-20 authorizing CPT
- Upon transferring to another institution
- Upon cancelling CPT prior to employment start date

# How long is CPT?

- No maximum; 12 months or more of full-time CPT takes away from OPT
- Eligible for CPT at each higher educational level
- Cannot combine CPT periods

# How do I apply for CPT?

- Applications **MUST** be made **BEFORE** beginning **employment!** Authorization can only be made on or after the date International Education receives your completed application. You are not permitted to work until you are authorized to do so.
- Completed Student Statement, Employer Statement, and Departmental Recommendation (download from <https://international.richmond.edu/international-students/stay/employment/index.html>)
- If approved, International Education will issue new I-20 authorizing employment



# What are the deadlines to apply for CPT?

## *During the semester*

- **December 1<sup>st</sup>** in fall semester or **May 1<sup>st</sup>** in spring semester for students with confirmed job offers
- Students who do not have confirmed job offers by these deadlines can still apply but please allow **up to 5 working days** for approval

## *During the summer*

- **At least 5 business days** before employment start date

# Questions?

- Email Krittika Onsanit at [konsanit@richmond.edu](mailto:konsanit@richmond.edu)
- Book an appointment at <https://urinternational.youcanbook.me/>
- Email for appointment at other times