Curricular Practical Training (CPT)

A GUIDE TO WORKING OFF CAMPUS FOR CONTINUING F-1 STUDENTS
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 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 be physically working in the U.S. for any part of the internship. If you will be physically working outside the U.S., including remote work for a U.S. employer, you do not need CPT.

### Not possible

- Work that does not relate to your major
- Long-term, ongoing employment instead of a short-term work experience
- Work for UR after graduation
What is required for CPT?

- Declared UR major – 1st year students are NOT eligible. 2nd 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 1st 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.
Applying during COVID-19

F-1 students who are studying remotely outside the U.S. are eligible for CPT as long as the following conditions are met:

- CPT is integral to the program of study in which the student is enrolled
- CPT is authorized in advance of the employment start date
- The CPT employer has an office outside the U.S. or can assess student engagement and attainment of learning objectives electronically
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
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\(^{st}\) in fall semester or May 1\(^{st}\) 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