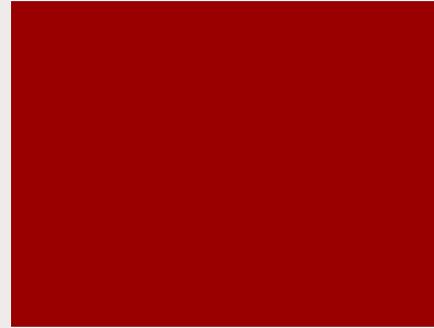


Curricular Practical Training (CPT)



A Guide to Working Off Campus for Continuing F-1 Students



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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



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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.
- Internship or other required work experience for your major
- Work for multiple employers as long as separate CPT authorization is obtained for each employer

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



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



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**

What is required for CPT?

- 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 work experience is a program requirement
- 20 hour per week maximum including other jobs when school is in session; Full-time during official school breaks



What are the deadlines to apply for CPT?

During semester

- Anytime until **December 1st** in fall semester or **May 1st** in spring semester
- Please allow up to 5 working days for approval
- OIE will consider applications after the stated deadlines by prior arrangement

During summer

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



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 do I apply for CPT?



- **Applications MUST be made BEFORE beginning employment!**
- **Completed Student Statement, Employer Statement, and Departmental Recommendation (download from <https://international.richmond.edu/students/stay/employment/index.html#cpt>)**
- **If approved, OIE will issue new I-20**

Questions?

- Email Krittika Onsanit at konsanit@richmond.edu
- Walk-in hours (2-4 pm, Monday-Thursday each week, 103G International Center)
- Email for appointment at other times



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