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.
- 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 by employment start date EXCEPT graduate students whose programs require a work experience in the 1st semester
- 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