CPT Through the University Career Center

Definition

- Immigration regulations define CPT as training programs that are an *integral part of an established curriculum; defined as alternate work/study, internship, cooperative education or any other type of required internship/practicum, which is offered by sponsoring employers through cooperative agreements with the school*
- The ‘training’ may be required for a particular course but the course does not need to be a requirement of a particular program of study.

Eligibility Requirements

- The student has been enrolled fulltime for 2 consecutive semesters (excluding summer) in an immigration status that permits a full course of study.
- The student holds valid F1 status at the time of application AND the student is in good academic standing

Fulltime Enrollment Clarification:

CPT authorization is not a sufficient reason to drop below the fulltime study requirement for F1 students, nor delay graduation or interfere with normal academic progress. Therefore, CPT employment authorization is restricted to part-time (20 hrs/week) during fall/spring semesters with exceptions limited those listed below.

Online course enrollment is limited to 3 credit hours per semester and is not an option for students who have one course remaining in their degree program.

Fulltime Employment Clarification:

Fulltime CPT employment may be authorized for summer vacation as long as the student will continue to be enrolled the following fall semester.

Location Specifications:

All CPT assignments for fall/spring semester must be located within a 1.5 hour driving distance from the University: 9201 University City Blvd, Charlotte, NC 28223 while students are enrolled in coursework. Remote assignments are possible as long as documentation from the employer can be provided to support how the work will be supervised (which technology will be used) and how often.

Length of Training

There is no limit on the amount of curricular practical training, but students who engage in 12 months or more of *full-time* curricular practical training are not eligible for Optional Practical Training. Part-time employment does not count.

Other Considerations

- Students who are enrolled in a Ph.D. program, enrolled only in “thesis/dissertation” or enrolled in a course requiring an internship should consider applying for CPT *via the Academic Department* instead.
- Students who are nearing the end of their academic work should consider applying for Optional Practical Training.
- Students with offers of permanent employment should consider applying for Optional Practical Training.
Additional Information

- Every term of work experience must be approved by the University Career Center and authorized by the ISSO.
- Students participating in Curricular Practical Training, as with other employment, are subject to withholding for federal and state tax unless a tax treaty applies. At the same time, such students are exempt from Social Security tax (FICA) and Medicare withholding (see IRS publication 519).

Application Procedure

2. Upon approval of the University Career Center, the ISSO will receive and review the application.
3. Allow 10 days processing time. If approved, a new I-20 authorizing CPT employment in the U.S. will be issued.