Curricular Practical Training Workshop

Presented by the International Student and Scholar Office
UNC Charlotte
What is it?

Off-campus employment/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.

CPT is NOT **just** an opportunity to work off campus and must not be abused!!
Eligibility

You must have been in lawful student status and enrolled full-time for 1 full academic year (excluding summer) and currently hold valid F1 status.

You must be currently enrolled full-time in a degree program and be maintaining legal status.

You must be in good academic standing (i.e. making ‘normal’ course progress, maintaining appropriate GPA). ISSO may use discretion.
Eligibility

- All work must be supervised and located within 1.5 hour driving radius from UNC Charlotte during Fall & Spring terms when classes are in session.
  - *Your employment may be anywhere in the U.S. during Summer term if you are not enrolled in classes.*

- ‘Remote’ work opportunities must demonstrate how the work will be supervised (which technology) and how frequently.
Two Options for Applying for CPT

Via the University Career Center
OR
Via the Academic Department
CPT via the University Career Center

- Part-time internships in the Fall/Spring semesters require students to be enrolled full-time.

- *Summer* internships may be full or part-time, as long as the student will continue to be enrolled the following Fall semester or if the student is enrolled in summer coursework as the final term of study.

- Internships must be approved by the University Career Center FIRST then employment authorization issued by ISSO, resulting in new I-20.

http://career.uncc.edu/
## CPT via Career Center – Semester Details

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date application opens</td>
<td>June 28</td>
<td>Oct 25, 2019</td>
<td></td>
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<tr>
<td>Apply by date to start CPT on the 1st day of the semester</td>
<td>July 25 @ 5PM</td>
<td>5 pm, Dec 6, 2019</td>
<td>Allows for <strong>2 week application processing time</strong></td>
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<tr>
<td>Dates you may work using CPT</td>
<td>Aug 19 – Dec 12</td>
<td>Jan 8 – May 7, 2020</td>
<td></td>
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<tr>
<td>Latest application date</td>
<td>Oct 24</td>
<td>March 27, 2020 by 5PM</td>
<td>2 week processing time + <strong>5 week min internship (80 hr min)</strong></td>
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<tr>
<td>Course enrollment requirement</td>
<td>Full-time</td>
<td>Full-time</td>
<td></td>
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<tr>
<td>Employment limits</td>
<td>20/week</td>
<td>20/week</td>
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CPT via the University Career Center

Application Procedure

1. Learn about process and polices for ‘Hire-A-Niner’ via the University Career Center website.

2. Upon internship approval by the University Career Center staff, the application will forwarded to ISSO.

3. Allow 10 business days processing time (between the Career Center and the ISSO) for the new I-20 authorizing CPT employment.
When do you CPT via the Academic Department?

**PhD Students**
- PhD students are not eligible to request CPT through the Career Center
- So they must request CPT through the Academic Department

**When the work experience is for a course**
- If your work experience is for course credit (such as an internship course), it must go through the Academic Department
CPT via the Academic Department

**Fulltime Enrollment Clarification:**

- CPT authorization is **not** a sufficient reason to drop below the full-time study requirement for F1 students, nor delay graduation or interfere with normal academic progress.

- 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.

- CPT employment authorization is restricted to part-time (20 hrs/week) during fall/spring semesters with very few exceptions.
CPT via the Academic Department

Fulltime Employment Exceptions:

- Summer break

- Fall/spring semesters ONLY for:
  - Master’s students who are enrolled in ONE final class (in final term) that also has a fulltime work requirement
  - OR
  - Doctoral students in dissertation status who have successfully completed all coursework requirements, defended dissertation proposal and have scheduled defense
CPT via the Academic Department

COMPLETE Application includes the following:

- Completed student application
- Signed MOU (memorandum of understanding)
- Completed and signed advisor recommendation form
- Unofficial Banner transcript
- Offer of employment on letter head with the following information:
  - Prospective CPT employer’s name
  - Physical location/address of proposed internship (no P.O. Boxes)
  - Position title and description
  - Start date of employment
  - End date of employment
  - Number of hours per week
Important things to remember...

- International students may NOT participate in an internship or any other form of off-campus employment without prior authorization from the ISSO.

- Your CPT employment is valid only for the dates of authorization. Every term of work experience must be approved by the University Career Center and authorized by the ISSO.

- There are NO EXCEPTIONS with processing times!

- Master’s students with Graduate Assistantships may have limitations – may not exceed 20 hrs/wk total.
Important things to remember...

- CPT must be authorized and performed BEFORE completion of studies.

- CPT is not to be used as a way to secure permanent employment – must be a temporary internship. For more permanent work, consider applying for OPT.

- CPT will NOT be authorized unless and until all eligibility requirements have been met. ISSO Advisors cannot “backdate” the employment start date and may use discretion.
Ethical and Professional Job Search

‘UNC Charlotte expects any student accepting a job offer to honor their commitment to the accepted position and company’ by ceasing their job search upon accepting an offer.

When faced with an offer you are not sure about:

• Ask offering employer for 24 hours to consider.
• Inform any ‘first choice’ employers of your offer and ask if they have made their hiring decision yet.
• Based on what you learn, make the best decision you can and STICK WITH IT!

http://career.uncc.edu/resources/policies
Questions?

- ISSO Advising Hours
  - Monday/Friday: 10am-12pm
  - Tuesday/Thursday: 2pm-4pm