CPT for F-1 Visa Holders

Curricular Practical Training (CPT) enables F-1 students to gain off-campus employment authorization in the U.S. for internships, externships, research assistantships, etc., as long as curricular credit requirements are met. A request for CPT authorization must be made to a Designated School Official (DSO), not a government agency. There is no application fee.

A student may begin employment only after receiving a new I-20 with CPT approved.

CPT employment, paid or unpaid, must relate to your program of study or major and you must take a required independent or other approved course to satisfy the curricular credit requirement. CPT is not authorized for concentrations. Failure to register and complete the required course will jeopardize your student status. CPT is not required for employment at Carleton during the academic year or breaks. Exchange students and those who will not return to Carleton as a full-time student the following term are not eligible for CPT.

A student must register for an independent reading (290 or 390), study (291 or 391), research (292 or 392), or other course approved by the department that requires an internship/externship, research project, or other curricular experience. Student must register for a minimum of 1 credit for a course. Math majors may register for Math 297 and CS majors may register for CS 298, either course is repeatable as long as the content changes.

Employment completed during the summer, winter, or spring break, requires course registration during the following fall, winter, or spring term. CPT authorization is required for a participant in an approved Carleton off-campus program in the U.S. where an internship or other work experience is also required; the course runs concurrently with the off-campus program. **CPT may be authorized during Carleton's academic terms but student must register for the required course each term and employment authorization is for only one term at a time.**

To qualify for CPT authorization a student must meet the following conditions:

- Maintain valid immigration status before applying for CPT.
- Have been enrolled full-time in a degree program for a full academic year (10 consecutive months).
- Have a job offer that your academic department verifies is practical work experience in your major.
- Some majors may limit the number of internships and thus CPT course; check with your department.

Part-time CPT is less than 20 hours per week. Part-time CPT does not affect Optional Practical Training (OPT).	**Full-time CPT** is for more than 20 hours of work per week. Students with 12 months or more of fulltime CPT are not eligible for OPT.

CPT Application Process:

1. Obtain employment and attach a signed offer letter to the CPT Endorsement Form. Letter should include:

   job title, paid or unpaid, expected work hours (see above), employment start and end date, employer's address, supervisor's name with telephone and email contact.

2. Have your professor complete his/her part of the CPT Endorsement Form to verify the department's approval of your CPT and the required course taken for credit.

3. Submit the completed CPT form and offer letter to a Designated School Official (DSO)

4. Allow 5 business days for your new I-20 to be processed that authorizes CPT employment.

5. Present the new I-20, passport, and I-94 (print out electronic copy https://i94.cbp.dhs.gov/I94/request.html) to your employer so they can verify your employment eligibility on the I-9 form as needed.

6. Register for your independent reading, study, research, or other approved course by the required drop/add deadline http://apps.carleton.edu/campus/registrar/student/registrationforms/.

Repeat previous steps if you extend employment period or change employers. To prevent a break in employment eligibility, apply at least two weeks before your current CPT authorization expires. Working before or beyond the authorized dates of employment would be a violation of your student status. Also, keep your address updated by contacting Liz Cody, ecody@carleton.edu.

*****CPT is not required for employment at Carleton during the academic year or breaks. Exchange students and those who will not return to Carleton as a full-time student the following term are not eligible for CPT.**

Curricular Practical Training (CPT) Endorsement Form

U.S. Taxes and CPT - In general F-1 student who has been in the U.S. for five years or less is exempt from Social Security taxes (also known as F.I.C.A. tax). Bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws, and may deduct F.I.C.A. tax from your pay. Student in F-1 status is subject to all other taxes that may apply, including federal, state and local. If you will be paid, you will want to make sure your employer sends you a W-2, 1099 or other income statement for your tax return.

Social Security Number (SSN) – If you do not have a SSN, you may need to apply for one. See the office for assistance.

Student and supervising faculty member must complete this form in order to process the student's request for Curricular Practical Training, which may be a required or optional component of the student's curriculum and related to the student's major area of study. Authorization for employment under CPT requires that the student be registered in a course for credit to run concurrent with the position (if it is an approved domestic off-campus program or while school is in session) or the term following the employment if done during a vacation period.

Student Information

Last Name, First Name _____   SEVIS ID# _____

Cell/Telephone Number _____   Email/Class Year _____

Applied for CPT previously?   **Yes** or **No**   If Yes, when? _____

Do you have a SSN?   **Yes** or **No**   If Yes, SSN# _____

Address while on CPT _____
                                           Street   City   State & Zip Code

Employer Information *(Attach employment offer letter)*

Employer _____

Supervisor Name _____

Telephone Number _____   Email _____

Employer's Address _____
                                           Street   City   State & Zip Code

Employment Dates: Start: _____   End: _____
                                           mm/dd/yyyy   *mm/dd/yyyy*

Number of Hours per week: _____   Is position paid?   **Yes** or **No**

Academic Verification

*The information below verifies a student's **major** and employment is recommended.*

Major _____   Course number/name _____

Professor teaching/supervising the course in major _____

_____
Professor's Signature   Date

Professor's Telephone _____   Professor's Email _____

For questions about CPT, please contact Liz Cody at ecody@carleton.edu