

# Curricular Practical Training Workshop

# Workshop Agenda

- What is CPT
- Who Qualifies
- Types of CPT
- UTEP Internal Rules
- Application Process
- Job Offer Letter
- Maintaining status
- Working without CPT Authorization

# What Is Curricular Practical Training

- CPT “must be an integral part of an established curriculum”
- It allows a lawful F-1 student to participate in one of the following:
  - alternate work/study
  - Internship/fellowship
  - cooperative education
- **Required/Recommended** internship or practicum
- Paid or Unpaid positions
- A student may choose to receive wages or academic credit for this experience
- CPT is authorized on a semester basis. To continue employment you must reapply every semester (Spring, Summer, Fall).

# Qualifications for CPT:

- Must be in F-1 / F-3 status
- Must have at least one academic year of F-1 / F-3 status, unless internship is required by degree of study
- Must have a declared major
- Cannot have any holds preventing registration
- Must have a job offer
- Passport must be valid for at least six months into the future

# Types of CPT: Recommended

- Part time: 20 hours per week or less
  - Part-Time border commuter students will only be granted Part-Time CPT.
- Full time: 21 hours per week or more
- Both require full time enrollment or equivalent
  - Undergraduate students= 12 credits
  - Graduate students = 9 credits

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**Note: If your degree of study requires an internship, you qualify for CPT on your first or last semester.**

# UTEP Internal Rules

- Consult with Grad School on their rules pertaining full-time CPT
- Must be concurrently registered in Co-Op class. [See University Career Center \(UCC\)](#)
- For registration into Co-Op, University Career Center requires:
  - That the employment experience be of 120 hours or more in duration
  - Undergraduate Students:
    - 2.0 GPA
  - Graduate students:
    - 3.0 GPA

# What you need to do to apply for CPT?

- Step 1: Review this workshop
- Step 2: Read and complete the CPT application.
- Step 3: Have your academic advisor sign the CPT application and provide a description of how the CPT experience contributes to your course of study. (Graduate students: multiple signatures required)
- Step 4: Submit CPT application to OIP
- Step 5: Pick up I-20 and begin/continue employment
- Step 6: If you do not have a Social Security number, you will need to apply for one after CPT is approved



# Job Offer Letter

The information below must be included in the Job Offer Letter

- Job Offer Letter on Company Letterhead
  - Place of employment
  - Location
  - Detailed job description to show relation to course of study
  - Number of hours per week; and
  - Beginning and ending dates of employment
- Submit all documents to the Office of International Programs

# Maintenance of status while on CPT

- You must maintain full course of study or its equivalent while on CPT
- You may engage in CPT only after you have obtained approval from OIP, which includes a notation on your I-20
- CPT employment/activities must be performed for the specific employer, location, and period listed on the I-20
- Any changes to your employment information must be reported to OIP
- There is no cumulative maximum for CPT, however, if you complete twelve (12) months or more of Full-Time CPT, you will **NOT** be eligible for Optional Practical Training (OPT) upon graduation.

# Working Without CPT Authorization:

- Do not work before or after your authorized dates (illegal employment)
- If you work without CPT permission, either prior to your first CPT authorization or prior to a renewal, your immigration status / I-20 may be terminated
- Most students who make this mistake do so when in the process of extending / renewing a CPT
- **DO NOT MAKE THIS MISTAKE!!! The costs are HIGH!!! (- 5 year bar to U.S.)**

# Important!

Workshop review is mandatory.

Don't forget to email the Office of International Programs & Study Abroad at [oiip@utep.edu](mailto:oiip@utep.edu) to inform us of your completion.



Any Questions ???

Please contact the Office of International Programs & Study abroad at [ois@utep.edu](mailto:ois@utep.edu)

