



Applying for Curricular Practical Training (CPT)

CRANWELL INTERNATIONAL CENTER

SPRING 2022



What is Curricular Practical Training?

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- A type of off-campus work permission for F-1 international students who are currently pursuing study programs in the U.S. and want to gain experience in their fields of study
- Granted by an international student advisor (DSO)
- Paid or unpaid off-campus internship

Employment Regulation

8 CFR 214.1(e)

(e) *Employment.* A nonimmigrant in the United States in a class defined in section 101(a)(15)(B) of the Act as a temporary visitor for pleasure, or section 101(a)(15)(C) of the Act as an alien in transit through this country, may not engage in any employment. Any other nonimmigrant in the United States may not engage in any employment unless he has been accorded a nonimmigrant classification which authorizes employment or he has been granted permission to engage in employment in accordance with the provisions of this chapter. **A nonimmigrant who is permitted to engage in employment may engage only in such employment as has been authorized. Any unauthorized employment by a nonimmigrant constitutes a failure to maintain status** within the meaning of section 241(a)(1)(C)(i) of the Act.

「Applying for Curricular Practical Training



CPT Eligibility

- Be enrolled full-time for at least one full academic year (two full semesters) before employment is set to begin - *if you are a transfer student, time enrolled at a previous degree seeking program within the US counts towards this requirement;*
- Meet the minimum GPA requirements:
 - Undergraduate students: 2.0 or higher
 - Graduate students: 3.0 or higher
- Have no registration holds;
- Confirm enrollment (or the intention to be enrolled) in the applicable course
- Have an employment offer letter



Employment Letter

You will need to provide an employment offer letter with the following information:

- Employer's name
- Employer's address
- Employment start and end date
- Employer's contact information (email address and/or phone number)
- Number of hours that will be worked per week
- Brief job description

Full-time Curricular Practical Training

- 20 hours or more per week
- Available in fall, spring, and summer with enrollment in an internship course or required departmental course
- You are considered a full-time student with enrollment in the CEIP course

Part-time Curricular Practical Training: Undergraduate Students

- Less than 20 hours per week
- Available in fall, spring, and summer with enrollment in an internship course or departmental course
- In fall and spring semester enrollment in a minimum of 12 credits required to be a full-time student

Undergraduate Internship Through CEIP

- Complete Orientation with the Career and Professional Development Office
- Submit the CPT e-form on the Intl Hokies Portal
- Request an 'Experience' on Handshake
- Confirm enrollment in the applicable co-op course:
 - Students need to confirm enrollment in CEIP 3084 or CEIP 4084



Graduate Internship Through CEIP

- Submit a Co-op request to the Graduate School
- Submit the CPT e-form on the Intl Hokies Portal
- Confirm enrollment in the applicable co-op course:
 - Students need to confirm enrollment in CEIP 5944 or CEIP 7944



Internship Through Your Department

- Work must be part of an academic program (enrollment)
- Your enrollment must reflect course work
- You will pay tuition for the enrolled credit hours



Internship Through Your Department

You must submit the CPT e-form on the Intl Hokies Portal to Cranwell Center.

The e-form requests the following:

- Employment details
- A signed job offer letter

Other Considerations

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- 12 months or more of full-time CPT makes a student ineligible for OPT.
- Continue to have health insurance that meets the university requirements for F-1 students
- While on full-time CPT, students are not eligible to work on campus during the fall and spring semesters
- Any changes to the CPT, for example, extending employment, shortening the employment, changing employers, requires a new Form I-20
- CPT is tied to a specific academic term (e.g., Spring 2022)
- Update your residential address on HokieSpa
- Use of CPT cannot be used to extend the final Program End Date on the I-20

Warning!

**Do not begin working until you have
obtained the new CPT I-20!**

FAQs



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I have just been offered an internship opportunity. Can I begin work in two days?

- You may not begin working until you have been enrolled in the proper course and have CPT authorization.

My degree program does not require an internship, does this mean I cannot participate in CPT?

- You can still participate in CPT, but it cannot disrupt your academic progress or delay your graduation and the work experience must be related to your major.

Can I do full-time CPT and still be eligible for the full 12 months of OPT?

- You can still be eligible for OPT if you do not do more than 364 days of full-time CPT.

Do I have to take classes while on CPT?

- You do not have to take other courses while on full-time CPT. Participation in part-time CPT for undergraduate students during spring/fall will require full-time enrollment in at least 12 credit hours in order to maintain F-1 status.

Can I change employers?

- It is possible to change employers, but you must first consult with an international student advisor in the Cranwell International Center at least 2 weeks in advance.



FAQs

May I volunteer at an off-campus organization without CPT authorization?

- No, volunteering can still be constituted as work. Please consult with your international student advisor before accepting any off-campus volunteer position.

Is there a minimum credit requirement for the internship course?

- Undergraduate students who plan to work 4-31 hours per week will be enrolled in CEIP 3084 (0 credits, and will need to enroll in 12 academic credits as well).
- Undergraduate students who plan to work 32 hours or more per week, will be enrolled in CEIP 4084 (0 credits, but considered full-time).
- Graduate students may only participate in fulltime CPT and will be enrolled for fulltime CEIP 5944 or 7944.
- For immigration purposes part-time is less than 20 hours per week and full-time is 20 hours or more per week.

Do I need to apply for CPT for an unpaid internship?

- Unpaid internships can still be constituted as work. Please consult with your international student advisor before accepting any off-campus unpaid internship position.

How do I know that I am authorized for CPT and when may I begin work?

- You cannot begin working until you have a new Form I-20 with CPT approval on page 2.

Upcoming Events

- International Café Hour - Mar. 25, 4-6 p.m. - Turkish Student Association
- Cross-cultural Discussion Group - Mar. 30
- International Street Fair - Apr. 24, 12-6 p.m.
- Cross-cultural Discussion Group - Apr. 29
- Register at international.vt.edu/events-and-workshops.html

Special Upcoming Event!

- International Student Career Day – Apr. 04, 8 a.m.-5 p.m.
 - Sign up information to come soon.



QUESTIONS

Please contact us if you have any questions about your immigration status while you are on CPT:

- Max Crumley-Effinger
- Mark Dennis
- Jessica Littreal
- Keyana Pugh
- Stephanie Montana
- Vivian Yamoah

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