



Curricular Practical Training

ONLINE WORKSHOP

••• What is CPT?

- Curricular Practical Training (CPT) is employment authorization for off-campus internships, cooperative training, practicum, that are a REQUIRED part of an established academic curriculum or course of study
- Employment that occurs prior to completion of the academic program
- Temporary & Short-Term
- Authorized by Academic Term (fall, spring, summer)
- Course Registration or Required by Academic Degree Program



CPT Eligibility

Who May Apply



- Students must document:
 - Full-time enrollment as F-1 student for one academic year prior to the CPT authorization date*
 - Completion the online workshop in the previous year
 - Good academic standing with UGA
 - Proposed employment is a required part of the degree program
 - Enrollment in the required internship course within the major curriculum prior to requesting CPT authorization

*Graduate students requiring immediate internship participation and students transferring an Active SEVIS record to UGA may receive an waiver of the one academic year of enrollment requirement.



How: CPT

●●● Part-Time CPT

- Part-time CPT Authorization = 20 hours or less a week
- Used for training during the full & spring academic terms, and any semester
- May be used in addition to on-campus work authorization, not to exceed 20 hours each week in total.
- Graduate Assistants may pursue off-campus CPT authorization with on-campus Assistantships. Be sure to discuss your CPT opportunity with your Academic Department, as they may have employment policies that may not allow this combination of employment hours.
- May be used for unlimited semesters, but requires a new CPT authorization every academic term



●●● Full-Time CPT

- Full-time CPT Authorization = 20 hours or more a week
- Authorized during university scheduled breaks and summer term

Examples of eligibility for Full-Time CPT in fall and spring term:

- When a full-time position is a requirement of the degree
- In final semester IF a reduced course load is approved

Important note:

It is required that students have a physical presence at their university during their final term of their program



CPT Application Process



- All applications must be submitted in [Compass.uga.edu](https://compass.uga.edu)
- Before submitting an application
 - Review Online Workshop
 - Discuss CPT opportunity with Academic Advisor or Major Professor. Approval from your Academic Advisor is required.
 - Discuss any questions with your Immigration Advisor – immigration@uga.edu.

••• When to Apply

Do you have the following:

- Offer from Employer?
- Registration in ATHENA or Confirmation of Required internship participation?

CPT typically coincides with the beginning and end dates of the academic term.

- Please apply for CPT at least 3 weeks before employment begins.
- CPT is approved by academic term. You must reapply each semester, which includes enrolling in an appropriate course (if applicable).





Ready to Apply?

1. Collect Appropriate Application Materials to upload in online application
 - Offer Letter or Email from Employer
 - Course Registration Screenshot from ATHENA
 - or
 - Confirmation of required internship participation
2. Visit [Compass.uga.edu](https://compass.uga.edu).
 - Select F-1 Employment - Practical Training
 - Complete the CPT Request e-form

After submitting Compass Application...



- The Academic Advisor or Major Professor listed in the CPT e-form will receive a notification to confirm the CPT application information.
- When the Advisor confirmation has been submitted, an Immigration Services advisor will review & approve the CPT request. You will be contacted quickly if further information is needed.
- An approval email, including the I-20 documenting the CPT authorization will be sent upon Immigration Services approval.
- Do not begin working prior to this step!



Please review the second page of the new I-20 to confirm the dates & employer information. The I-20 should be presented to employer as proof of employment authorization.

Department of Homeland Security U.S. Immigration and Customs Enforcement	I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038
SEVIS ID: N0004705512 (F-1)	NAME: John Doe Smith
EMPLOYMENT AUTHORIZATION	
EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	
CHANGE OF STATUS/CAP-GAP EXTENSION	



CPT Frequently Asked Questions

•• Graduate Assistantship AND Full-Time CPT?

- YES! Graduate students participating in a Graduate Assistantship may also participate in off-campus CPT.
 - Remember- UGA Graduate Assistant Policy: Students receiving assistantships must be enrolled full-time to receive a full tuition waiver and maintain their assistantship
- Departmental policy may restrict employment during your academic program.



• • • CPT to postpone degree completion?

- No. Students may not delay the completion of the academic program for the sole purpose of participating in CPT.
- Graduate Students admitted to candidacy or thesis-only status may speak with an Immigration Services advisor to discuss OPT options.
- Students are required to have a physical presence at UGA in the final term.

Exception: Students with only one degree requirement remaining and the course is appropriate to CPT authorization (i.e. field study, internship, etc.)



•• CPT for an Unpaid Internship?

- If this is your question, please make an appointment to speak with an Immigration Services advisor.
- While not required for unpaid internships, having a valid work authorization for any off-campus experience is strongly recommended.

Please note: some employers may require CPT approval even for an unpaid internship. If this is your situation, please apply for CPT.



••• 12 Months of Part-Time CPT = No OPT?

- No. Students may participate in unlimited part-time CPT with no impact on future OPT authorizations.
- Full-time CPT for 365+ days = No OPT.





CPT Reminders...

Please, Do Not:



- Work off-campus without prior employment authorization.
 - Immigration Services must approve the CPT request and provide the I-20 before students may begin off-campus work.
- Work beyond the end-date of your CPT authorization.
 - If your employer would like to continue your employment, please contact Immigration Services. Additional CPT approval is required.

Failure to follow the CPT regulations will result in the termination of your SEVIS record for unauthorized employment.

•• Remember...

- Immigration Services will not approve CPT authorizations without completed applications. Both student and academic advisor submissions must be completed.
- To apply in a timely manner, please allow at least 5 business days to pass before inquiring about the status of your application. Immigration Services works diligently to approve CPT requests in a timely manner before your requested start date.
- CPT approval is not guaranteed. Students must meet all eligibility requirements.



You're Ready to Apply!

Visit [IS.UGA.EDU](https://is.uga.edu) for more F-1 Student Employment Information