Curricular Practical Training: Online Workshop
What is CPT?

- Curricular Practical Training (CPT) is authorized off-campus employment which is an integral or important part of your academic curriculum/course of study.

- CPT is employment that occurs prior to completion of the academic program.

- CPT employment is temporary or short term (authorized by academic term).
  - Example: an accounting student is doing a summer internship at an accounting firm

- CPT is curricular due to the requirement of course registration within your major.
Who is eligible for CPT?

• F-1 Students who:
  ◦ Have been enrolled full-time for one academic year (9 months; two full academic semesters) prior to the CPT authorization date and are in F-1 status at the time of application
  ◦ Have completed the online workshop in the previous year
  ◦ Are in good academic standing with UGA
  ◦ Are able to demonstrate the proposed employment is an integral part of the degree program
  ◦ Are registered and enrolled in the required internship course within the major curriculum prior to requesting CPT authorization
Part-Time CPT

• Typically Part-Time CPT is used during the fall & spring academic terms, but can be used any semester or break period.

• Part-Time CPT is 20 hours or less a week.

• Part-Time CPT can be used in addition to on-campus work authorization as well as Graduate Assistantships.

• Part-Time CPT can be used for unlimited semesters, but requires a new authorization every academic term.
Full-Time CPT

• Full-Time CPT is typically used during the spring, summer, and winter breaks

• Full-Time CPT is 20 hours or more a week

• Examples of eligibility for Full-Time CPT:
  ◦ When a Full-Time position is a requirement of the degree
  ◦ During the student’s final semester IF the student is officially under-enrolled. (Students must also submit a Reduced Course Load request in Compass before full-time CPT will be authorized)
    ▪ It is required that students have a physical presence at their university during the final term of their program
    ▪ Please contact Immigration Services for more details
<table>
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<tr>
<th></th>
<th>Curricular Practical Training (CPT)</th>
<th>Optional Practical Training (OPT)</th>
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<tbody>
<tr>
<td><strong>When can I use CPT and OPT?</strong></td>
<td>CPT can only be authorized during your academic program. CPT cannot be authorized after the end of your academic program.</td>
<td>OPT is usually used after the completion of your program. (Pre-completion OPT is authorized prior to completion.)</td>
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<td><strong>Do I have to have a job offer?</strong></td>
<td>Yes, approval is given for a specific employer during a specific time.</td>
<td>No, you do not need a job before applying for OPT.</td>
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<td><strong>Can I work at any kind of job?</strong></td>
<td>No, the job must be considered an integral part of your academic program.</td>
<td>No, it is your responsibility to find employment in your field of study.</td>
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<td><strong>Who gives the authorization?</strong></td>
<td>Immigration Services can give CPT authorization. Processing time is approximately 2 weeks.</td>
<td>Immigration Services can only recommend OPT; you must apply with USCIS for authorization. Processing time is up to 90 days.</td>
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<td><strong>How long can I use CPT or OPT?</strong></td>
<td>There is no limit to the amount of CPT you can use. If you use full-time CPT for more than 12 months/365 days, you will lose OPT eligibility.</td>
<td>Post-Completion OPT is authorized for 12 months.</td>
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CPT Application Process

• All applications are to be submitted in Compass.uga.edu

• Before submitting an application:
  ◦ View the CPT Online Workshop to determine if CPT is the best option for off-campus work authorization
  ◦ Discuss the CPT opportunity with your Academic Advisor or Major Professor. Approval from your Academic Department is required.
  ◦ Do you have additional questions? Meet with Immigration Services advisor. Please make sure to review this presentation before your appointment.
When to apply:

• Students may apply for CPT as soon as an employment offer has been made and registration for a corresponding course in Athena has been completed.

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

• Please apply for CPT at least 2 weeks before employment begins.

• CPT is approved by academic term. You must reapply each semester, which includes registering for the class again (if applicable).
Ready to apply?

• Collect Appropriate Application Materials
  ◦ Offer Letter or Email from Employer: The Name, Address, Employment Dates, and description of employment is required in this letter
  ◦ Course Registration: Please take a screenshot of the course you will using to support your CPT authorization. Enrollment is required for authorization.
  ◦ These materials will be uploaded to the Compass CPT Request

• Visit Compass.uga.edu and complete CPT Request Form. Follow the instructions in the link below:

CPT Compass Instructions
After submitting Compass application...

- An email will be sent to the Academic Advisor or Major Professor listed on the CPT request form. The indicated advisor will review and approve the academic nature and confirm the CPT opportunity is integral to your academic curriculum.

- When the departmental confirmation has been submitted, an Immigration Services advisor will review and approve the CPT request. You will be contacted quickly if further information is needed.

- An approval email will be sent when the new I-20 has been processed.

- Do not come to OGE to pick up the I-20 until you have received the CPT approval email.
Work authorization documentation

When you pick up your new I-20, please review the second page. The top section will document the CPT opportunity has now been authorized. The dates of authorized employment & and the employer will be listed on the I-20.
May I participate in a Graduate Assistantship and participate in Full-Time CPT?

• Yes, for Graduate Students participating in a Graduate Assistantship, you may also apply to work CPT off-campus.  
  ◦ Remember, UGA Graduate Assistant Policy: students receiving assistantships must be enrolled full-time (12 hours for fall or 6 credit hours in summer) to receive a full tuition waiver and maintain their assistantship

• Departmental policy may restrict employment during your academic program.
Can the CPT course be the only course I take in my last semester?

• 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.

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

• Students are required to have a physical presence at their university during their final term.
Do I need CPT authorization for an unpaid internship?

• If this question refers to you, please make an appointment with an Immigration Services advisor to discuss in more detail.

• While not required for unpaid internships, we recommend having work authorization for any off-campus experience.

• Please note that some employers may require CPT approval even for an unpaid internship. If this is your situation, please apply for CPT. No appointment is required.
If I work on Part-Time CPT for one year, will I lose my OPT?

• No. If students participate in Full-Time CPT for 365 days or more, the OPT authorization is no longer an option.

• Students may participate in unlimited part-time CPT with no impact on their future OPT authorization.
Please, Do Not:

• Work off-campus without prior employment authorization

• Work beyond the end-date of your CPT authorization. If you employer would like to continue your employment, please contact your Immigration Services advisor. You will need additional CPT approval.

• Begin employment before receiving the CPT approval and I-20. CPT approval cannot be given for work completed in the past.

Failure to follow the regulations pertaining to CPT could result in the termination of your SEVIS record for unauthorized employment. This will have a negative impact on your immigration record.
Remember:

• Once the CPT application has been submitted in Compass, your listed Academic Advisor will be sent a request to approve the CPT request for academic purposes.

• Immigration Services will not issue CPT authorizations without both completed forms (student & advisor).

• 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 request in a timely manner before your requested start date.

• CPT is a benefit you apply for and approval is not guaranteed. You must meet all eligibility requirements.
Contacting Immigration Services:

• If you have questions that this presentation could not answer, please contact immigration@uga.edu to schedule an appointment. **Walk-In hours** do not require scheduling an appointment before arriving. Please remember Walk-In questions should be less than 15 minutes.

• More information can be found on the Immigration Services F-1 Work Authorization Information Page on the website:

  [F-1 Work Authorization Information](#)
Thank you for completing the CPT Workshop!