Curricular Practical Training

ONLINE WORKSHOP
What is CPT?

- Curricular Practical Training (CPT) is authorized off-campus employment which is an INTEGRAL part of your academic curriculum or course of study
- Paid or unpaid training that occurs prior to completion of the academic program
- Temporary & short-term
- Authorized by academic term (fall, spring, summer)
- Training that requires course registration or required by academic degree program
Who May Apply

CPT Eligibility

• Intl students enrolled full-time as F-1 student for one academic year prior to the CPT authorization date (limited exceptions for graduate students)

• Students who completed the online workshop within the current year

• Students in good academic standing with UGA

• Students who can demonstrate the proposed employment is an integral part of the degree program

• Students registered and enrolled in the required internship course within the major curriculum prior to requesting CPT authorization
Types of CPT
Part-Time CPT

• Part-time = 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 Assistantships have an exemption. Speak with your immigration advisor if you have questions.

• May be used for unlimited semesters, but requires a new authorization every academic term
**Full-Time CPT**

- Full-time = over 20 hours per week
- Used during the spring, summer, and winter breaks

Examples of eligibility for Full-Time CPT:
- 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 Compared with OPT
(Optional Practical Training)

### What is the Difference?

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<tr>
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<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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<tr>
<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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<tr>
<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

- Before submitting a CPT 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.

- Login to Compass.uga.edu with your UGA MyID and submit the CPT request form online
Don’t apply for CPT approval until you have:

• Written offer from the employer

• Confirmation of 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 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?

1. Collect Appropriate Application Material
   • Offer Letter or Email from Employer
   • Course Registration Screenshot from ATHENA
   or
   • Confirmation of required internship participation

2. Visit Compass.uga.edu.
   Select F-1 Employment - Practical Training
   Complete the CPT Request e-form
• The Academic Advisor or Major Professor listed on the e-form will receive a notification to confirm the CPT authorization.

• When the 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 will be sent when the CPT has been approved and the I-20 issued.
Please sign page 1 of the I-20 form, and review page 2 of the new I-20 to confirm the dates & employer information. The I-20 must be presented to employer as proof of employment authorization.
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.
• Generally, 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 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.
How does 12 months or more of part-time CPT affect my ability to get post-grad OPT

- 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.

• Work beyond the end-date of your CPT authorization. If your employer would like to continue your employment, please contact Immigration Services. 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 CPT regulations will result in the termination of your SEVIS immigration record for unauthorized employment.
• 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.
You're Ready to Apply!

Visit IS.UGA.EDU for more F-1 Student Employment Information