



## Office of Global Engagement UNIVERSITY OF GEORGIA

Immigration Services  
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### **F-1 Curricular Practical Training (CPT)**

An F-1 student may be authorized to participate in a curricular practical training program that is required by an established curriculum. Curricular Practical Training (CPT) may be defined as internship, cooperative training, or any other type of required internship or practicum that is offered off-campus. Students offered practical training experiences may not begin off-campus employment of any kind without prior work authorization. CPT is authorized for both paid and unpaid internships. Students must be enrolled in the academic term in which they have requested CPT work authorization. Students will receive a new I-20 from Immigration Services authorizing employment.

Students become eligible for CPT following one academic year of full-time enrollment. An academic year is generally considered 9 consecutive months of enrollment.

Graduate degree programs requiring immediate participation in off-campus training may receive a waiver of the one academic year of enrollment requirement. Students must submit the program of study from course catalog or UGA Bulletin noting the immediate internship requirement with the CPT application. Students transferring an Active SEVIS record to UGA may also receive a waiver of the one academic year requirement, allowing immediate CPT authorization.

CPT is authorized for part-time and full-time employment. Part-time CPT is employment considered 20 hours per week or less and is authorized for fall and spring terms. Full-time CPT may be authorized for more than 20 hours per week of employment during university scheduled breaks. Authorization may be granted for more than 20 hours per week of employment in the fall and spring terms if certain qualifications are met. Students should consult with their Immigration Advisor for qualification information.

Students who have participated in one year or more of full-time CPT authorization are ineligible for

Optional Practical Training (OPT). Part-time CPT is not counted toward the one-year threshold at which a student loses eligibility for OPT.

### **Categories of CPT**

1. **Degree Program Requires Participation:** Internship is mandatory to receive the degree. If an “internship” is not required, course credit must be earned. Students may register for an internship course OR connect CPT authorization to a relevant class. Students should consult with their Academic Departments regarding the required academic nature of enrollment and CPT authorization. Confirmation of enrollment is required at time of application and must be maintained for the duration of the CPT authorization.
2. **Completion of Graduate Dissertation or Thesis:** CPT may be authorized to engage in research required for completion of the dissertation or thesis.

### **CPT Application Process**

CPT applications should be submitted at least three weeks before the requested start date of employment. Students are encouraged to schedule an appointment with their assigned Immigration Advisor to discuss questions and information prior to submitting the application.

1. **CPT online workshop completion** should be completed prior to meeting with a student’s Immigration Advisor/ Applicants are required to complete the CPT online workshop available at: [https://globalengagement.uga.edu/images/documents/immigration/student/F1\\_CPT\\_online\\_workshop.pdf](https://globalengagement.uga.edu/images/documents/immigration/student/F1_CPT_online_workshop.pdf)
2. **CPT application completion** should be submitted in Immigration Services’ Compass portal at <https://compass.uga.edu/>. Academic Advisor approval is collected through the Compass application.
3. **Immigration Advisor Review:** An Immigration Advisor will review the completed application and notify the student when the authorization is completed. If the application is incomplete or additional information is needed, students will have the opportunity to revise the application. A new I-20 with the CPT authorization will be issued and sent to your UGA email. The CPT I-20 should be printed, signed, and presented to the employer as documentation of work authorization.