



## Office of Global Engagement UNIVERSITY OF GEORGIA

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

Curricular Practical Training (CPT), employment which is an integral part of an established curriculum, is available to F-1 students who have maintained lawful status for at least nine consecutive months. CPT is typically completed on a part-time basis during the school year and may be full-time (over 20 hours a week) during university holiday breaks. CPT gives students the possibility to work off-campus or to work for more than 20 hours a week if certain qualifications are met. CPT is authorized for both paid and unpaid internships. Please note that students must be authorized in the term in which they have requested the CPT authorization.

The nine-month-in-status requirement can be waived for graduate students whose program of study requires immediate participation. To document this internship requirement, the student will need to submit the program of study course catalog noting an internship requirement at the beginning of the degree program.

In most cases CPT will be used for part-time work during the fall and spring semesters, however, students may also work full-time during the summer or holiday breaks. Cases that allow for full-time CPT during the fall or spring semesters are internships directly required by the course in which the student is enrolled for academic credit, or by the department as a pre-requisite to graduation. Authorization for full-time CPT during the semester will be carefully reviewed and considered by international student advisor after students have submitted the CPT application.

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 1-year threshold at which a student loses eligibility for OPT. Students will receive a new I-20 from Immigration Services authorizing employment. No Employment Authorization Document (EAD) is required for CPT.

## **Types of CPT**

1. **Required for the degree program:** Internship is mandatory to receive the degree.
2. **Integral part of an established curriculum:** If the internship is not required, then it must be taken for credit. Students can either sign up for an internship course OR connect CPT to a relevant class being taken in that same semester. The student and advisor/major professor will need to note the appropriate course number on the CPT Authorization Form.
3. **CPT over the summer or holiday breaks:** Students who wish to take CPT during university holiday breaks under an integral part of an established curriculum must register for credit in the term the CPT is authorized.
4. **Completion of graduate dissertation/thesis:** Internship may be done to engage in research necessary to complete a doctoral dissertation.

## **CPT Application**

Applications should be submitted at least three weeks before the requested start of employment. If students have additional questions, scheduling an appointment to meet with an advisor, walk-in advising, or email advising is available and encouraged.

The process for applying for CPT is as follows:

1. **Online workshop completion:** 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)

This workshop should be completed before meeting with an advisor to discuss CPT, even during walk-in hours.

2. **CPT application completion:** Students must complete the CPT application in the Compass Portal at <https://compass.uga.edu/>.

After the application is submitted, the academic advisor specified in the request will be asked to submit a form through Compass..

3. **Immigration Advisor Review:** An International Student Advisor will review the complete application and notify the student when a decision is made. If the application is approved, a new I-20 with the CPT recommendation will be processed and placed at the front desk for student pick up.

Students must collect the I-20 prior to the start date of the CPT experience.