

Curricular Practical Training

Immigration Services



Immigration Services
Office of Global Engagement
UNIVERSITY OF GEORGIA

What is Curricular Practical Training?

Understand Practical Training

The United States Department of Homeland Security (DHS) regulations define F-1 Practical training as “employment...that is directly related to [a student’s] major area of study. DHS regulations further clarify that F-1 Curricular Practical Training (CPT) is employment that is “an integral part of an established curriculum.”

Important Characteristics of CPT:

- Employment occurs BEFORE the completion of the academic program
- Temporary & Short Term
- Employment is for Academic or Curricular credit

Three Options for CPT Authorization

Find the Best Option for You

Option 1

Degree Requirement: Employment or fieldwork experience that the academic department requires of all degree candidates in a program. For graduate level programs that require employment of all degree candidates, academic credit may not be required for CPT authorization.

Three Options for CPT Authorization

Find the Best Option for You

Option 2

Internship or Practicum - Receiving Academic Credit through Enrollment

Employment experience in the major area of study that is a mandatory part of an enrolled course. This course may be an elective, but the credits, or a portion of the credits, must be counted toward the degree. The course must meet the following criteria:

- Have an internship or practical training experience as a required component for all students enrolled in the course
- Bear academic credit that will count toward the student's total credits required to complete the degree
- Indicate clearly in the course description, bulletin, or web information:
 - that the course may be used for an internship or practical training;
 - the minimum or maximum internship hours for the course, if any; and
 - the limit, if any, on the number of internship hours, courses, and credits that may count toward the degree program or degree requirements

Three Options for CPT Authorization

Find the Best Option for You

Option 3

Work Experience Required for Thesis or Dissertation

CPT may be authorized for thesis or dissertation credits if:

- The CPT experience is directly related to the student's major area of study
- Experience must be directly and clearly used in the student's thesis or dissertation work. Example: Data Collection for specific chapter
- The Academic department must provide an explanation indicating how the work is materially integral to the thesis or dissertation
- The Academic department must meet with the student to review the thesis or dissertation requirements, discuss if the employment is appropriate in light of the academic requirements
- The student must be registered for the appropriate thesis or dissertation credits

Guidelines for All Curricular Practical Training

CPT may not be used to facilitate employment only.

Any authorized CPT work authorization is subject to audit or review by the Department of Homeland Security, Student and Exchange Visitor Program, and Department of Labor and must be clearly curricular in purpose.

CPT is limited to 20 hours per week during the fall and spring terms.

Summer permits additional hours of work per week. Graduate Assistants (RA/TA/GA) should ensure they meet all Graduate School and Departmental employment policies.

Guidelines for All Curricular Practical Training

Students must have maintained their immigration status for one academic year prior to the CPT authorization.

- An exception for graduate level students in programs that require a practicum or internship within the first year of study. This must be clearly documented within the curriculum.
- F-1 students who have enrolled continuously for an academic year directly prior to their enrollment at UGA may be authorized for immediate CPT authorization.

Students may not begin work before the CPT authorization has been granted and the approval on the I-20 has been received.

Application Process

Step 1: Complete the CPT Workshop

Step 2: Student/Academic Department meeting - determine the academic eligibility.

- Undergraduate Students: Meet with Academic Advisor
- Graduate Students: Meet with Graduate Coordinator - Advisor or Supervisor in Academic Department may also provide input for the Graduate Coordinator

Step 3: Obtain Employment Offer & Supporting Materials

- Offer Letter must meet all criteria provided in sample offer letter
- Screenshot of enrollment, if applying based on option 2 or 3
- Experiential Learning approval document, if applicable

Application Process

Step 4: Submit online request in [Compass.uga.edu](https://compass.uga.edu)

Please plan ahead! Requests are reviewed within 5 business days of complete submission. Immigration Services does not receive the application until your Academic Department submits their approval.

Step 5: Immigration Advisor Review

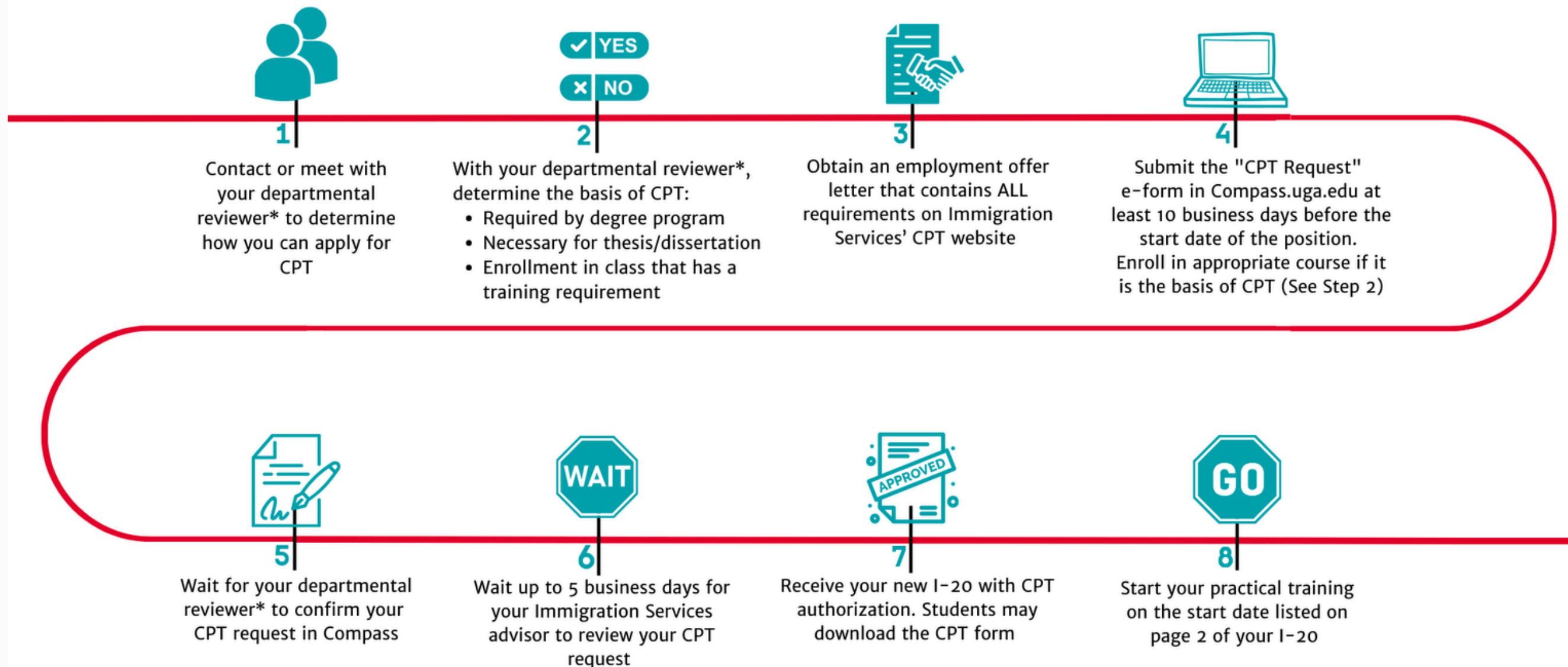
Immigration Services student advisors will review the request after the complete e-forms have been submitted.

Students will receive an email if the request does not meet regulatory requirements.

When the request has been approved and the authorization added, students will receive an email notification. The student should download, print, and sign the updated I-20. The I-20 should be provided to the employer as proof of work authorization for the approved time period.

Application Process

Curricular Practical Training Request Checklist



*Your departmental reviewer is often the Academic Advisor or Graduate Coordinator.

Examples of CPT Authorizations

- Ashton got an internship offer for Honeywell Connected Enterprise as a Product Marketing Intern. This internship will allow him to gain experience and academic credit for his Marketing and Analytics major. He will be enrolled in BUSN 7800.
- Aligned with his MBA focus in Operations Supply Chain Management, Robby is offered digital implementation projects in Operations at Westrock. He is enrolled in BUSN 7800
- Having the opportunity to play with an orchestra will help Jun Li practice concepts and techniques they learned as a music student and therefore get performing experience. They are enrolled in MUSI 8810.
- Karl received an offer to be a counselor in the Ross Mathematics program, where he will teach advanced number theory to high school students. His participation in the program fulfills the course requirements for MATH 9000.

Special Eligibility Information

CPT in Final/Graduation Semester: CPT will not be approved during a student's final semester at UGA unless all three of following conditions are met:

- The practical training is part-time. Full-time CPT is not permitted in a student's final term unless the student is approved for a reduced course load.
- The location of final term CPT must be remote or within a location commutable to campus.
- The student is enrolled in at least one other degree required course, and this course has a physical presence requirement on UGA's campus (i.e., class attendance is required).
- Post-Completion OPT may be an option for Graduate Level students with a thesis/dissertation requirement. Students must be admitted to candidacy to explore this option.

Special Eligibility Information

Part-time or Full-time CPT Authorizations

Part-time CPT (20 hours/week or less)

- Students may participate in part-time CPT during the fall, spring, or summer semesters.

Full-time (20+ hours/week)

- A student may participate in full time CPT during the summer. Eligibility for summer CPT authorization in the final academic term is limited.
- PhD students who have completed all coursework (excluding dissertation) can participate in CPT full-time during the fall and spring if it's required to complete the dissertation.

CPT Authorization on the I-20

Please review the second page of the new I-20 to confirm the dates & employer information.

If you have not received a new I-20 with the CPT Authorization - You are not authorized to work.

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			

Academic Department Responsibilities

Advising - Departments must meet with the applicant to determine relevance and necessity of CPT in their academic program. Ensuring that the proposed employment is directly related to the student's major and is an integral part of the curriculum.

Verification of Employment - Departments should confirm that the internship offer meets academic requirements of the internship, practicum, or required experience.

Academic approval of CPT request through Compass.uga.edu - The Department representative will receive an email containing log in credentials and instructions for the Compass portal.