Curricular Practical Training (CPT) is defined by federal regulations as employment that is “an integral part of an established curriculum” related to your degree program or program of study. If you plan to engage in off-campus work, whether it is paid or unpaid, or for an internship or practicum, you must receive CPT authorization before you can begin working.

Part-Time CPT (Employment for 20 hours per week or less)
You must enroll for a full-time course load during your Part-Time CPT in order to maintain lawful F-1 status.

Full-Time CPT (Employment for 20 or more hours per week)
If you feel your situation may qualify you for full-time CPT (such as a summer internship), please contact an ISSS Advisor to determine your eligibility.

You must have been "lawfully enrolled on a full-time basis for one full academic year" to be eligible to apply for CPT. (The only exception is for those enrolled in a graduate program in which students are required to participate in an internship prior to the completion of one full academic year.)

- You cannot participate in CPT after completion of your studies (Once the requirements for your degree program have been completed).
- You must be careful not to begin or continue employment beyond the CPT start and end dates authorized on your I-20, unless you apply for and are granted an extension of your permission to work.

Note: CPT work permission is only granted for one semester at a time and for either part-time or full-time. You must repeat this process each semester you plan to work or if you plan to change from part-time to full-time / from full-time to part-time, or if you plan to change employers.

YOU CANNOT LAWFULLY START EMPLOYMENT UNTIL YOU RECEIVE A NEW I-20 AUTHORIZING THE CPT!

Before Starting Your CPT Application:
** You must have declared a major.**
**Your proposed internship must be for course credit towards your major.**
**You must have received a formal job/internship offer from an employer.**

CPT Employment Authorization Process:
You MUST complete the following steps BEFORE the date you wish to start employment:
1. Meet with your academic advisor to discuss your internship options. Once your internship and employer have been approved by your academic advisor, please complete the CPT Recommendation Form together.
2. Obtain a job offer letter from the employer that includes the following information:
   - Job Title and description
   - Number of hours to be worked each week.
   - Starting and ending dates of employment
   - Physical address at which you will be employed
3. Register for the corresponding internship/practicum course that your academic advisor has given you approval to take on the CPT Recommendation Form
4. Make an appointment to meet with an international student advisor at the ISSS Office (isss@trinity.edu) who will review your documents and determine if the employment meets eligibility requirements. Once eligibility is established, you will receive a new I-20 with authorization for the CPT on page 3.
CPT Application Checklist

CHECKLIST OF ITEMS TO BRING TO ISSS:

☐ Passport/Visa
☐ I-94 card or Printout of the electronic I-94 screen at from CBP website: www.cbp.gov/I94
☐ Form I-20
☐ CPT Recommendation Form completed and signed by your Academic Advisor/Graduate Advisor/Major Professor
☐ Proof of course enrollment for Internship credit
☐ Employment letter signed by employer on company/business letterhead giving the following Information:
  ☐ Job title
  ☐ Beginning and ending dates of employment
  ☐ Number of hours per week to be worked
  ☐ Full address of employer
  ☐ Brief description of work
☐ Reduced Course Load (RCL) Request Form (Completed and signed by you and your academic advisor) – only if you are requesting full-time CPT or you are in your final semester!

Please try to allow enough time, at least one week, to complete the process before your employment start date. CPT is authorized for a specific employer. If you change employers during an internship, you must receive a new I-20 to be authorized to work for the new employer.

Additional Information

• When you begin work, you and your employer must complete a form entitled "Employment Eligibility Verification" (USCIS Form I-9), which the employer retains.

• Social Security and Other Taxes:

  In general, F-1 students who have been in the U.S. less than five years are exempt from Social Security (F.I.C.A.) taxes. Your earnings, however, are subject to applicable federal, state and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withheld taxes can be refunded.

• Whether an internship is paid or unpaid has no impact on CPT eligibility.
Curricular Practical Training (CPT) Recommendation Form

**Part 1 – To be completed by the Student:** Please complete the following information:

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Phone#:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Employed on campus during this CPT period?</td>
<td>□ No   □ Yes</td>
</tr>
<tr>
<td>Position(s):</td>
<td>Total hours per week employed:</td>
</tr>
<tr>
<td>Employer Name:</td>
<td>Employer Address (physical address at which you will be working):</td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Employment starting date: <em><strong>/</strong></em>/_______ Employment ending date: <em><strong>/</strong></em>/_______</td>
<td></td>
</tr>
</tbody>
</table>

**Part 2- To be completed by the Academic Advisor or Department Chair:**
Please complete the following information (this section CANNOT be completed by the student)

1. I certify that this internship is (please check one of the following):
   - □ required to complete student’s degree
   - □ required for a report or thesis
   - □ an integral part of the established curriculum (i.e. earning credit toward the degree program)

2. Please list the course number and title for which the student will receive credit:
   - Course Number: _______________ Course Title: _____________________________________________________________

3. Semester/Year in which the credit will be earned | □ Fall | □ Spring | □ Summer | Year: ____________ |
   (The student will normally register in the internship course for the semester or summer term that encompasses the start date of the work experience. However, if the internship or academic work following the internship carries over into the next semester (or summer term), the course can be registered in that following semester or summer term.)

4. Is the approved internship or practicum full-time or part-time?
   - □ Full-time (More than 20 hours/week)   □ Part-time (up to 20 hours/week)

5. Date by which it is estimated that all degree requirements will be completed: ____/___/_______
   **Note:** this is not necessarily the graduation date but the date by which the student will have completed all degree requirements such as coursework, thesis, comprehensive exams, etc.

6. Internship dates: ____/___/_______ to ____/___/_______

7. Please explain how this internship is related to the student’s field of study and serves an academic purpose. If applied toward thesis or dissertation credit, how is this a necessary and required part of the student’s degree?
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

8. By signing below I certify that the internship described above will be conducted in accordance with the Trinity University policy (See [http://web.trinity.edu/x17025.xml](http://web.trinity.edu/x17025.xml) or attached) on internships.
   **Signature:** ___________________________ **Date:** ______________ **Phone Number:** _____________

   **Printed Name:** ___________________________  **Title:** ___________________________

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● office phone: +1-210-999-7313  ● fax: +1-210-999-7305  ● e-mail: isss@trinity.edu
● Skype: iss0101  ● Facebook: https://www.facebook.com/trinityisss

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