

GORDON CONWELL

THEOLOGICAL SEMINARY

Curricular Practical Training (CPT) Instructions

F-1 students may use Curricular Practical Training to obtain off-campus work authorization for internships or other work required for their degree program. Students are eligible for CPT if:

- they are in current active F-1 status, and
- they have been enrolled in their academic program for a full academic year by the start of the internship.

Your degree program must require this off-campus employment, OR you must be able to register for a credit-bearing course in your program that requires the employment for you to complete the course. In order to apply, students must first have a job offer, and then follow the instructions below.

1. Fill out the student information and internship information sections of the CPT recommendation form completely
2. Meet with your advisor or course professor to complete the Academic Advisor's Recommendation. Your advisor must fill out the middle section of the form (not you).
3. Apply for CPT authorization at least two weeks before you plan on beginning your job. Schedule an International Student Advising Appointment as soon as possible. The International Student Advisor will create a new I-20 for you at this meeting.

F-1 Curricular Practical Training FAQ

What is Curricular Practical Training?

Curricular Practical Training is work authorization for employment that is required by your degree program, required for you to complete a credit-bearing course in your major field, or required for your dissertation. The International Student Advisors authorize it.

What are the eligibility criteria for Curricular Practical Training?

In addition to the academic requirement above, you must have to have been enrolled in your program for a full academic year by the start of the internship, and have maintained valid immigration status.

Do I have to be registered while on Curricular Practical Training?

You do not have to be registered for courses while on CPT in the summer; however, if you are registered as a full time student, you can only work part time, which is 20 hours or less per week.

Does CPT impact the amount of allowed Optional Practical Training?

If a student qualifies for CPT, s/he may use up to eleven months of full-time CPT without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time CPT, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

GORDON CONWELL

THEOLOGICAL SEMINARY

What is considered part-time training?

Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. You must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status during the fall and spring semesters.

What is considered full-time training?

Employment for more than 20 hours per week is considered full-time curricular practical training. The employment authorization on your I-20 copy will specify permission to participate in full-time training.

Do I have to pay US taxes on my salary?

In general F-1 students who have been in the U.S. for five years or less are exempt from social security taxes (also known as FICA tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local.

What proof of employment authorization can I give my employer?

Your I-20 form authorized for curricular practical training is the document that indicates employment authorization. You should bring your I-20 form, passport and I-94 card or print out (from www.cbp.gov/i94) to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9 which all employers are required to complete.