



Curricular Practical Training (CPT) Policy Guide

WHAT IS CPT?

Curricular Practical Training (CPT) is temporary employment authorization that is “an integral part of an established curriculum” and “directly related to an F1 student’s major area of study.” It is granted by the Office of International Student and Scholar Services (ISSS) with the chief purpose of achieving a curricular objective. CPT includes alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

- **CPT can be part-time or full-time**
 - Part-time CPT is defined as working 20 hours per week or less while enrolled as a full time student. Full-time CPT is defined as working more than 20 hours per week, and only allowed during a summer vacation semester and semester breaks. Accumulating 12 months or more of full-time CPT will eliminate eligibility for post completion OPT. Part-time CPT does not affect OPT eligibility.
- **CPT is employer specific**
 - You can only work for the employer listed on the I-20. If you change employers while on CPT, or work for multiple employers during a semester, you will need to submit a separate CPT application for each request
- **CPT can be paid or unpaid**
 - Volunteer Work
 - If volunteering in a “traditional volunteer position,” meaning that no one else that is performing the same duties is receiving compensation for his/her work/time, CPT is NOT required.
 - Volunteers, as defined by the Department of Labor Fair Labor Standards Act are “individuals who volunteer or donate their services, usually on a part time basis, for public service, religious

or humanitarian objectives, not as employees and without contemplation of pay.”

- If you are wishing to receive compensation for your volunteer experience, you will need to apply for and seek approval for CPT.

WHO IS ELIGIBLE TO APPLY?

- F1 students that are in legal status and Active in SEVIS.
- F-1 students that must complete in internship as a part of their degree requirements.
- F-1 students that have been lawfully enrolled in a full course of study for one academic year (full-time enrollment for two consecutive semesters). Full time enrollment on a previous visa, such as H4, may count toward the full time requirement. An exception is allowed for graduate students in a degree program that requires immediate participation in an internship of all students in its program. Approval from ISSS to participate in the first academic year is still necessary. If the internship is not **required in the first year**, graduate students must abide by two semester rule.

ADDITIONAL POLICY GUIDELINES:

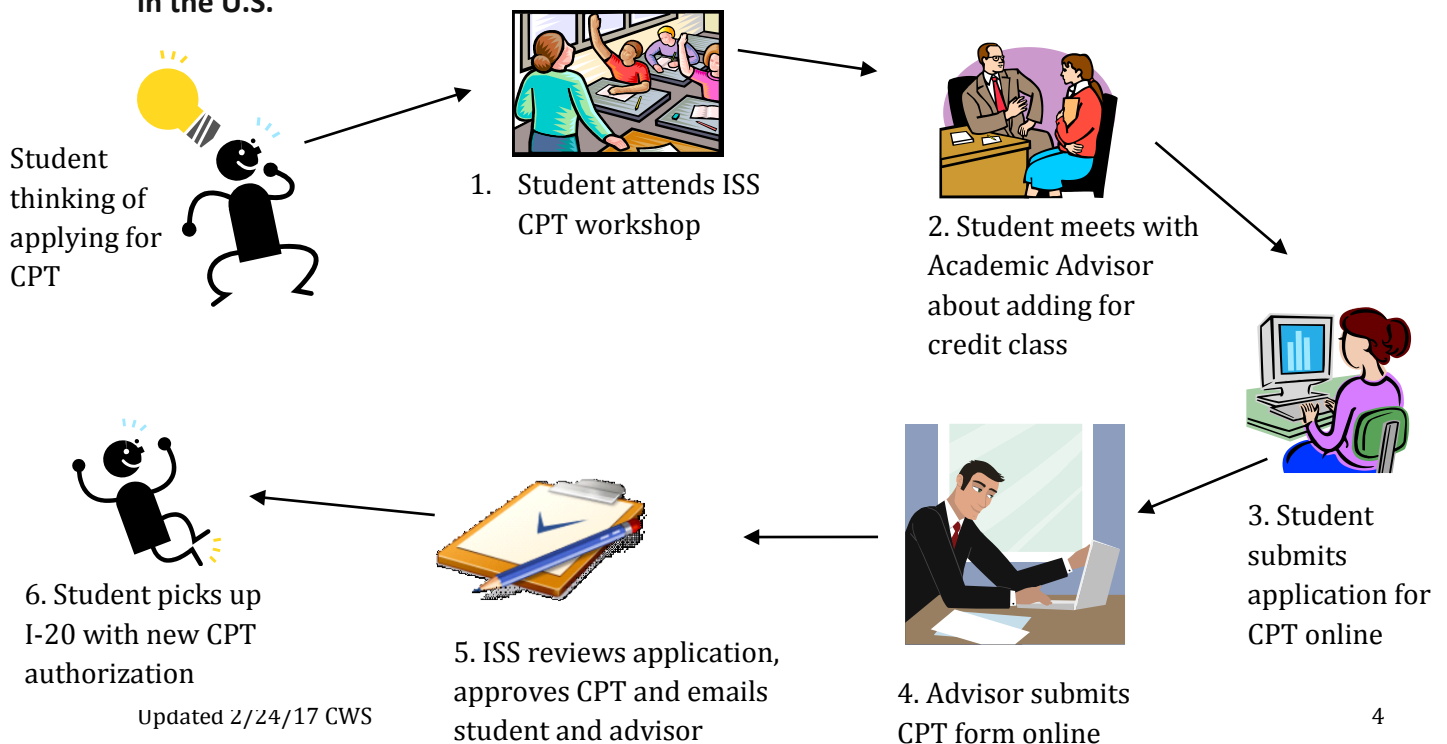
- **Transfer/OPT students**
 - Students returning from a period of OPT and participating in a new degree program must be enrolled in two semesters of full-time study before being eligible for CPT.
 - Students transferring to the University of Utah may qualify for immediate CPT if they are transferring within the same program of study, degree level, *and* have met the full academic year requirement at the previous institution. A transfer student must provide a current I-20 and transcripts from the previous school to demonstrate policy compliance.
- **CPT Location**
 - If the internship is off-campus, and the employer is affiliated with the university but does not provide direct services to students, CPT is required. Likewise, if the internship is located on campus, but offered through a third party that does not provide direct student services, CPT is required.

- CPT that is physically located outside of the state of Utah is allowed only when a student is on a summer vacation semester. Exceptions may be made for Graduate thesis students or PhD students on a case by case review.
- **CPT Application/Approval**
 - If you are requesting multiple periods of CPT, the curricular objectives of the next CPT occurrence cannot be the same as the previous CPT. Multiple attempts of the course will require a new, university-level learning experience. Repeat participation of the same CPT employment and/or same CPT credit course will be evaluated on a case by case basis, with the risk of denial if the opportunity is deemed more for the purpose of employment rather than academic learning. Registration in an internship course will be required for each CPT request.
 - CPT will only be authorized for one semester at a time and only for specific dates during the semester. You may not begin the internship prior to the authorized start date or work past the end date listed on the I-20. A need to work beyond the listed end date will require a new CPT authorization. Working outside of the authorized dates may result in a loss of future immigration benefits. Please note that CPT with a start date in the past will not be authorized nor will CPT dates be retroactively changed.
 - CPT will not be granted to students that have completed their program requirements and are graduating or eligible to graduate. This is considered delaying graduation in order to participate in CPT. Additionally, CPT will not be granted if a student has a pending reinstatement request or a hold that prevents registration.
 - CPT will NOT be approved after the last day to add classes of the semester. If the CPT credit course starts in the second session, CPT will not be authorized after the last day to add second session classes.
- For CPT Students in the Chemical Engineering program, student must sign up for CPT credit courses: CH EN 4977 or 4978 (undergrads); CH EN 6877 (grads). Students enrolled in these courses may choose to enroll in CPT credit course the same semester as CPT employment, or the semester following CPT employment.

CRITERIA FOR CPT

- **Required for the degree program** – employment is a required part of an established curriculum and necessary of all students to graduate. Registration in an authorized internship course is required.
- **Integral part of an established curriculum** – employment is an integral part of an established curriculum used to satisfy an elective in the student’s major field of study. If the internship course is not required, it must be taken for academic credit. The minimum credits accepted for an elective internship course will be one (1) credit hour and registration in an authorized course will be required. Students may elect to take an internship credit for NC/CR.
 - For graduate students (Masters and Ph.D.), enrollment in thesis credits will be accepted for CPT authorization as long as the employment is directly related to a student’s thesis research project. In this situation, enrollment in thesis credits may take the place of the internship course. Verification from an advisor or professor will be required.
- **Learning Objectives-** All students **MUST** provide three personal learning objectives on the CPT application (see last page for examples)

PLEASE NOTE: Credit taken in connection with CPT WILL count toward immigration full time requirements. However, failure to register for the course may cause a revocation of the CPT authorization, as well as have an adverse impact on a student’s legal status in the U.S.



HOW TO APPLY FOR CPT:

To view our CPT E-form instructional video, please visit:

<https://www.youtube.com/watch?v=Hkmm2SNIPHQ>

1. Attend a CPT workshop/meet with an ISSS Advisor to discuss CPT
2. Discuss employment opportunity with employer and obtain job offer letter
3. Meet with academic advisor to discuss the internship course and CPT process
4. Login to **i-Start** and complete the CPT request <https://istart.ic.utah.edu/>
 - a. Click the **LOGIN** link under **Full Client Services**
 - b. Input your username (begins with a U) and your network password
 - c. Locate **F-1 student services** in the menu on the left
 - d. Click to open and complete the CPT e-form
 - e. Upload
 - i. I-20
 - ii. Signed offer letter on company letterhead from your employer
 - iii. Thesis description if necessary
5. The academic advisor reviews the CPT request, makes a recommendation, and submits the CPT “advisor form” through iStart (this can only submit this AFTER you have completed and submitted your portion of the CPT request)
6. ISS evaluates the CPT request for approval or denial. ISSS will not receive your CPT application until you AND your advisor has completed their portion of the CPT form.
7. ISSS approves/denies CPT and student and advisor receives an approval/denial email.

Please note that CPT processing time can take up to **2 weeks from the date the academic advisor submits the recommendation**. If you have any holds, your request will not be processed until the hold has been released.

OPTIONS THROUGH CAREER SERVICES

If an internship course is not part of your curriculum, there still may be an opportunity to participate in CPT by scheduling an internship course through Career Services. If you are wishing to participate in the Career Services internship Program (CSIP), you must make an appointment with a Career Services Counselor once your CPT has been approved by ISS and you have received the new I-20. The following link can be used to find a counselor based on major (<http://careers.utah.edu/students/research/major/find-your-counselor.php>).

For business students, registration in the Business Student Internship Program (BSIP) will occur automatically. Career Services will be copied on the final CPT approval e-mail that is sent to both the student and the advisor.

Please note that this option will be considered on a case-by-case basis as determined by the Office in International Student and Scholar Services. The course SHOULD NOT be used as a means to simply get CPT employment.

Please use the following examples to formulate your own personal learning objectives:

During the internship, I will **use concise, accurate communication in a business context** as I talk to customers on the phone 3-5 times per week. This skill is related to MGT XXXX "Business & Professional Communication".

During the internship, I will create a **database of client information using Excel** for over 300 clients. This project is related to IS XXXX "Computer Essentials".

During the internship, I will **create detailed and professional PowerPoint presentations** for weekly staff meetings. This skill is related to IS XXXX "Computer Essentials".

At the end of the internship, I will have a **basic understanding of the marketing industry**. This knowledge is related to BUS XXXX "Foundations of Business".

During the internship, I will gain a deeper understanding of principles learned in "MKTG XXXX "Marketing through Interactive Media" by improving the company's social media presence. I will be responsible for **creating content and analyzing traffic on social media platforms**.

During the internship, I will learn **Six Sigma principles** by attending operations improvement meetings. This knowledge is related to OIS XXXX "Six Sigma".

At the end of the internship, I will be able to **create pivot tables in Excel for financial reporting**. This skill is related to FIN XXXX "Advanced Excel Financial Reporting".

At the end of the internship, I will **understand personal and social insurance risks**. This knowledge is related to FIN XXXX "Risk and Insurance".

This policy guide provides general guidelines on CPT eligibility and application procedures. Each case will be reviewed on its own merits.