



### Curricular Practical Training (CPT) Policy

Under U.S. immigration regulation, international students are generally restricted from off-campus work (paid or unpaid). However an international student may be academically required to participate in an internship or temporary employment to gain practical experience in their field of study. In order to participate in these activities, the student must meet with International Student and Scholar Services (ISSS) **prior** to enrolling in an internship course or a course with an internship component and complete the Curricular Practical Training (CPT) application.

CPT is issued for the following 3 academic circumstances only, with support of the Academic Advisor.

- 1) **Required:** An internship (paid or unpaid) that is a required course in order to complete a degree program.
- 2) **Degree Credit:** An internship (paid or unpaid) that will count toward degree credit and not delay graduation.
- 3) **Research:** Completion of dissertation or thesis research, when CPT **is required** to complete the thesis or dissertation and results will be published in the final version.

All CPT authorization must meet the following guidelines:

- **F-1 for 1 Year:** Students are required to complete 2 long semesters at UIW before eligible to apply and be in continuous valid F-1 Status. Both semesters must be in pursuit of the same degree level.
- CPT can be authorized each semester for a single semester at a time. The CPT application must be submitted no later than the last day of registration for the corresponding course.
- CPT start and end dates must be **within** the semester start and end dates. CPT internships **will not** be authorized with a start date prior to the first day of the semester or after the last day of the semester.
- Students authorized for CPT must enroll in and complete the federally required minimum enrollment requirements during the Fall and Spring semester (12 credit hours per semester for undergraduates, 9 credit hours per semester for graduate students, 6 credit hours per semester for doctoral students). **US Federal Immigration law does not permit a student to enroll in and complete less than a full course load during a required semester (Fall and Spring) due to CPT.**
- CPT is not allowed in conjunction with on campus employment **if** the total number of hours worked in the Fall and Spring semester exceeds 20 hours per week. (30 hour a week limit for Summer semester)
- **20 Hours Limit:** All CPT authorized during the Fall and Spring semester, cannot exceed a total of 20 hours a week.
- **Full-time CPT** (20+ hours a week) is allowed **only** during the Summer semester, with very few exceptions. The purpose of the F-1 visa is not to facilitate off-campus employment, but to pursue a degree full-time. *Using more than 11 months of full time CPT will leave students ineligible to apply for OPT after graduation.*
- **No** I-20 extensions will be granted based on degree completion delays caused by CPT internships.

To Apply for CPT, please schedule an appointment with ISSS and bring the following documentation:

- Academic Adviser CPT Recommendation Form
- Internship Offer Letter from U.S. employer. (Template available from ISSS) The offer letter must include:
  - **Exact** start date and end date of the internship.
  - **Exact** location and address of the internship.
  - Internship title and description.
  - If the internship is fulltime or part-time, expressed in the number of hours per week (“20 hours or less per week,” “20 hours or more per week”).

**REMINDER:** A student **may not** begin an internship prior to CPT authorization from the ISSS office. **Participating in an internship before the authorization dates is considered a violation of the student's status** and will result in the Termination of the student's immigration status for Unauthorized Employment, requiring the student's immediate departure from the US.