

Curricular Practical Training (CPT)

What is CPT?

International students on the F-1 study visa are allowed to work in an internship during their studies through the Curricular Practical Training program (CPT). Curricular Practical Training should be an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Note: international students can also work in their field after graduation for 1-3 years through the Optional Practical Training program (OPT).

Employment Eligibility

CPT approval is given through Wright State University's University Center for International Studies office (UCIE) via an update to the student's SEVIS record (Student and Exchange Visitor Information System).

Students must meet the below requirements in order to be eligible:

- The student must have valid F-1 visa status
- The student must have completed 1 academic year of full-time course enrollment
- The student must be enrolled in courses during their internship
- The internship is an integral part of an established curriculum
- The internship must be directly related to the student's major area of study
- Student can be employed for:
 - 1 or more semesters of part-time employment (20 hours or less). This requires full-time course enrollment
 - 1 semester of full-time employment (over 20 hours)
 - 2 consecutive semesters of full-time employment: 1 semester must be in the summer

Hiring Process for Employer

1. Identify international students that could potentially benefit your organization. These could come from postings on the company website, the Brandeberry Career Development Center, or other sources.
2. Interview the student as any other applicant.
3. Provide student with a written offer letter.
4. Student registers their internship online through the Brandeberry Career Development Center, where the approval process will be initiated.
5. You will receive the document "International Student Cooperative Education/Internship Agreement" from the Brandeberry Career Development Center (or UCIE).
 - a. Dates on the form should be based on the WSU academic calendar.
 - b. If employment during school breaks is desired, dates can be extended.
 - c. It is advisable to request a wider employment window initially rather than adjusting documentation later on.
6. Return completed form to the BCDC (or UCIE).
7. UCIE will return a completed I-20 form (Certificate of Eligibility for Nonimmigrant Student Status) for your records. Important: student cannot begin work until the I-20 form has been completed and signed.

Note:

- For a full-time position: it is recommended that an official offer be made 30 days before the start of college classes in order to meet student internship registration deadlines.
- For a part-time position: An offer can be made at any time.
- OPT: has a longer approval process of at least 90 days.
- OPT: Students who participate in 365 days of CPT are not eligible for OPT.

For more information:

Please see the UCIE's Guide to Hiring International Students:

http://www.wright.edu/sites/www.wright.edu/files/page/attachements/HiringIntlStudents_v1.pdf