

Curricular Practical Training (CPT)

**A GUIDE TO WORKING OFF CAMPUS
FOR CONTINUING F-1 STUDENTS**



**Center for
Global Engagement**

What is CPT?

Alternate work/study, internship, cooperation education, or a required internship or practicum offered by sponsoring employers through cooperative agreements with the school

What kind of work can I do with CPT?

Possible

- Work that relates to your major
- Paid or unpaid off-campus work for a U.S. employer anywhere in the U.S., including **remote work***
- Internship or other required work experience for your major
- Work for multiple employers as long as separate CPT authorization is obtained for each employer

***CPT is required if you will physically work in the U.S. for any part of the internship. If you will physically work outside the U.S., including remote work for a U.S. employer, you do not need CPT. CPT cannot be used to work remotely in the U.S. for a non-U.S. employer.**

Not possible

- Work that does not relate to your major
- **Work in the U.S. for a non-U.S. employer**
- **Self-employment**
- Long-term, ongoing employment instead of a short-term work experience
- Work for UR after graduation

What is required for CPT?

- Declared UR major – **students are NOT eligible until they declare a major.**
- Valid F-1 status and good UR standing at time of application
- Job offer that relates to your major
- Continuing student enrolled full-time at UR for current term if CPT is done during semester or enrolled for fall if CPT is done during summer
- F-1 status for at least 1 academic year (9 months) by employment start date EXCEPT graduate students whose programs require a work experience in the 1st semester
- F-1 students who spent time at another institution in another non-immigrant status that allows full-time study (e.g. J-1, H-4, etc.) can count this time toward the 1 academic year requirement if there was no break in between programs
- 20 hour per week maximum when school is in session; full-time during school breaks. **Any on-campus employment counts toward the 20 hour per week maximum.**

What is required for CPT?

For summer internships, you must enroll in your department's internship class for zero units in the summer with no tuition charge. You must also enroll in a fall internship course for .25 units as part of your semester course load to complete the academic component of the internship. For both courses, you must find a faculty member in your department to supervise your work. **CPT applications without course information will not be approved, so please plan accordingly.**

You may be eligible for internship or research support through [UR Summer Fellowships](#).

When can I use CPT?

- **Must be used BEFORE graduation**
- **Can be authorized for part-time (20 hours or less per week) or full-time (over 20 hours per week)**
- **Part-time CPT does not count toward 12-month limit that takes away from OPT**
- **CPT can only be authorized for 1 semester at a time. Internship extensions with the same employer require a new employer statement with the extended dates. A new departmental recommendation is only required for new course enrollment, **excluding** the .25 unit fall internship course following the summer 0 unit course.**

When does my CPT start and end?

CPT starts

- **On employment start date of I-20 authorizing CPT**

CPT ends

- **On employment end date of I-20 authorizing CPT**
- **Upon transferring to another institution**
- **Upon cancelling CPT prior to employment start date**

How long is CPT?

- **No maximum; 12 months or more of full-time CPT takes away from OPT**
- **Eligible for CPT at each higher educational level**
- **Cannot combine CPT periods**

How do I apply for CPT?

- **Applications MUST be made BEFORE beginning employment!** Authorization can only be made on or after the date the Center for Global Engagement receives your completed application. You are not permitted to work until you are authorized to do so.
- Completed Student Statement, Employer Statement, and Departmental Recommendation (download from <https://international.richmond.edu/international-students/stay/employment/index.html>)
- If approved, the Center for Global Engagement will issue a new I-20 authorizing employment.

What are the deadlines to apply for CPT?

During the semester

- **December 1st** in fall semester or **May 1st** in spring semester for students with confirmed job offers
- Students who do not have confirmed job offers by these deadlines can still apply but please allow **up to 5 working days** for approval

During the summer

- **At least 5 business days** before employment start date

Questions?

- Email Krittika Onsanit at konsanit@richmond.edu
- Book an appointment at <https://urinternational.youcanbook.me/>
- Email for appointment at other times