

## CURRICULAR PRACTICAL TRAINING (CPT)



THE UNIVERSITY OF TAMPA  
Office of International Programs



### IMPORTANT:

- You must be authorized by the International Student Advisor and obtain the new I-20 with CPT Authorization on page two **PRIOR** to beginning any employment/internship/training
- Working without a CPT endorsed I-20 is a serious violation of your F-1 visa status and may result in the **TERMINATION** of your SEVIS record and forfeit your ability to remain in the US



### Pre-Conditions:

- Must be for a class credit OR an integral part of an established curriculum (ENS & IDT)
- Must be related to the student's major field of study
- Must have been enrolled at UT on a full-time basis for at least one semester AND on continuing F-1 status for at least one academic year before being eligible for CPT, except when early participation is mandated by the program (ENS & IDT)
- Must continue to maintain a full-time course load of study during the period of employment, if CPT participation occurs on regular semesters (fall and spring). **Exception is only for the summer term.**



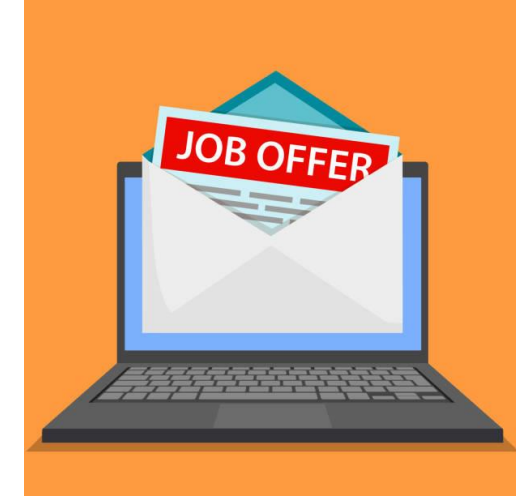
### Duration:

- Internships must be within the term/semesters (starts up to two weeks prior to the beginning of a semester and ends at the last day of a semester). Please check the UT [academic calendar](#) for the correct start and end dates of the semester.
- Spring 2024 - start no earlier than January 2nd, 2024, end no later than May 3rd, 2024
- Summer 2024- start no earlier than May 6th, 2024, end no later than August 10th, 2024.



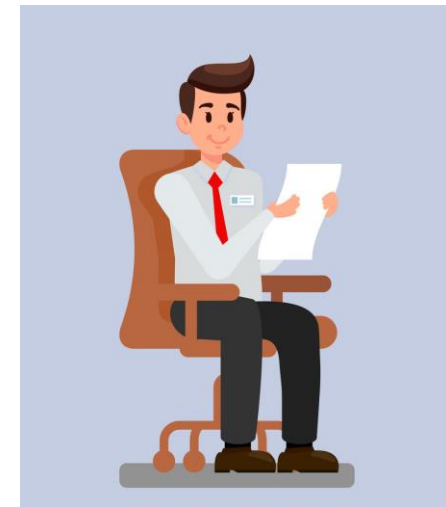
### Offer of Employment/Training:

- Must have an offer of employment/training that qualifies as CPT
- The letter from the employer must indicate:
  - Job title
  - Dates of employment/internship (start and end dates)
  - Number of hours of work per week
  - Brief but detailed job description to show how the position is related to your field of study/major
  - The employer's address (street, city, state, zip code)
    - If the position is remote, this must be stated in your offer letter and include the company's physical location
  - Name, phone number and email address of your Supervisor for the duration of the internship.
- Click here for a [Sample Internship Offer Letter for CPT](#).



### Location:

- CPT internship is authorized for a specific employer, location, and period approved and recorded in SEVIS
- A second internship with the same employer is ONLY allowed if the second internship is under a new supervisor and entails different tasks
- A third internship with the same employer is not allowed
- For non-US based companies of the US, you do not need CPT





### Hours per Week:

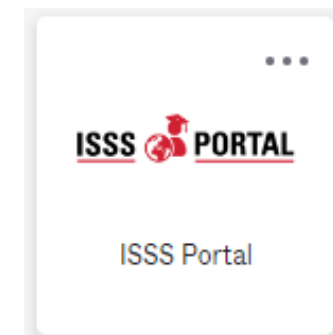
- Student may only work on or/and off-campus a **total** of 20 hours per week while school is in session (Spring or Fall semesters). You may only do an internship of more than 20 hours a week during Summer term.
- Exception for total of on/off campus work hours per week (UPDATED January 2024):
  - You are a Graduate Assistant
  - You are in your LAST semester
  - GPA is 3.5 or higher
  - You have a RCLIf you have all 4, you can work CPT 20 hours max and On Campus Employment 20 hours max, 40 hours total





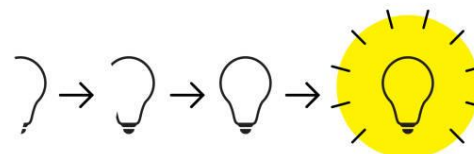
### How to Apply for CPT:

- Contact the International Programs Office to verify your eligibility to participate in CPT
- Apply for credit approval in the Office of Career Services. Schedule an appointment with the Office of Career Services through Handshake.
- Complete credit approval process (Career Services, Employer, Faculty)
- Complete the online CPT Request in your ISSS Portal
  - Employment Offer Letter
  - Proof of Internship Class Registration
  - Internship Coordinator as the Approver
- Once approved by IPO, you will receive an email notifying your CPT Endorsed I-20 is ready to download.



### Keep in Mind...

- You may not work beyond the end date that is specified on your SEVIS I-20
- CPT authorization is not renewable. If you would like to participate in another internship, you must obtain a new CPT authorization each time
- In the same semester, you can do more than 1 CPT that is not simultaneously but consecutively
- You can apply for CPT anytime, but you register for the class before registration deadline
- If you do not have a social security number, you will need to apply for one. Please refer to the “Applying for a Social Security Card” in the Learning Content section of the online application.



### College of Business Students Only:

- COB Internship Registration Session is mandatory, no exceptions for COB students, unless you have attended a previous session.
- If you have previously attended a session, all you need to do is email your Internship Agreement Form to Dr. Koutroumanis at [dkoutroumanis@ut.edu](mailto:dkoutroumanis@ut.edu).
- Individual session requests will not be approved.
- Your internship will not be approved if you have not attended a session.
- It is recommended that you attend a session even if you do not yet have an internship offer, but you are interested or in the process of applying for an internship.
- For COB undergraduates students: you no longer need your department chair to sign off.
- Dr. Koutroumanis will sign off as both department chair and instructor.
- All COB registration sessions held on ZOOM
- [Click here for Zoom link](#)

### **COB Summer 2024 registration sessions:**

Friday April 12th – 10:00am

Monday April 22nd – 10:00am

Thursday May 2nd – 1:00pm

Monday May 20th – 12:00pm

Monday May 27th – 12:00pm

Wednesday June 5th - 12:00pm