CURRICULAR PRACTICAL TRAINING (CPT)
What is CPT?

• Curricular Practical Training (CPT) is an employment option available to F-1 students to engage in off-campus or on-campus internships (paid or unpaid), directly related to their field of study during their studies

• Ex: internships, practicums, or any other pre-approved work experience

• Available only prior to the completion of your degree program and you must have a job offer at the time of application

• May not delay completion of the academic program
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 RCL
  If 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.
- 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