



International students attending school in the United States under an F-1 visa **cannot** be employed off campus without proper authorization. They must be in proper status and obtain approval from an International Student Advisor/DSO (Designated School Official) at their institution, or an authorization from the Department of Homeland Security for certain types of employment.

Following is a brief explanation of Curricular Practical Training (CPT) and what constitutes proper work authorization under CPT. No Employment Authorization Document (EAD card) is required for this type of Curricular Practical Training, but the student must obtain a Social Security Number.

### CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum, such as an internship, cooperative education, or work/study. According to immigration F-1 regulations, the student must have maintained status for one academic year before they can participate in any internship. CPT is not designed to be a means of off-campus employment, but rather as a curricular requirement. Therefore, internships must be registered as academic credits, be in the major field of study, and be supervised by a faculty member/internship coordinator. Students may only work/internship a total of 20 hours per week (part-time) when school is in session. If the CPT is authorized as "part-time," the student **may not exceed 20 hours of work per week**. Students may exceed the 20 hours per week only during authorized vacation periods (or when the employment is a requirement of the academic program) and specified on students SEVIS I-20.

### DOCUMENTS REQUIRED FOR AUTHORIZATION:

*(To be submitted to a International Student Advisor-DSO)*

- Student should provide the International Programs office an internship/job offer letter from the employer. The letter must be on company letterhead indicating the job title, beginning and ending dates of employment, number of hours of work per week, and brief description of job duties.
- Proof of class registration.

### EMPLOYMENT ELIGIBILITY VERIFICATION

- The employer should ask to have a copy of the student's SEVIS I-20 with the work authorization printed on page 3.
- When the student begins work, the I-9 Verification Form must be completed and retained by the employer.
- The student is authorized to work only during the period listed on the I-20. Employer should check and follow the start and end dates closely. Students **cannot** in any circumstances **begin employment before or continue employment after those dates**.

### SOCIAL SECURITY AND OTHER TAXES

In general, F-1 students who have been in the United States fewer than five years are exempt from Social Security taxes if they are not "residents for tax purposes." However, earnings are subject to applicable federal, state and local taxes. Students must file a tax return on or before April 15 each year, so the student should furnish the employer an address to send the W-2 form if planning to leave the U.S. or change the place of residence by the end of the tax year.

**For more information about CPT and how to hire an international student please contact:**

**The Office of International Programs  
Plant Hall Room 302  
(813) 258-7433**