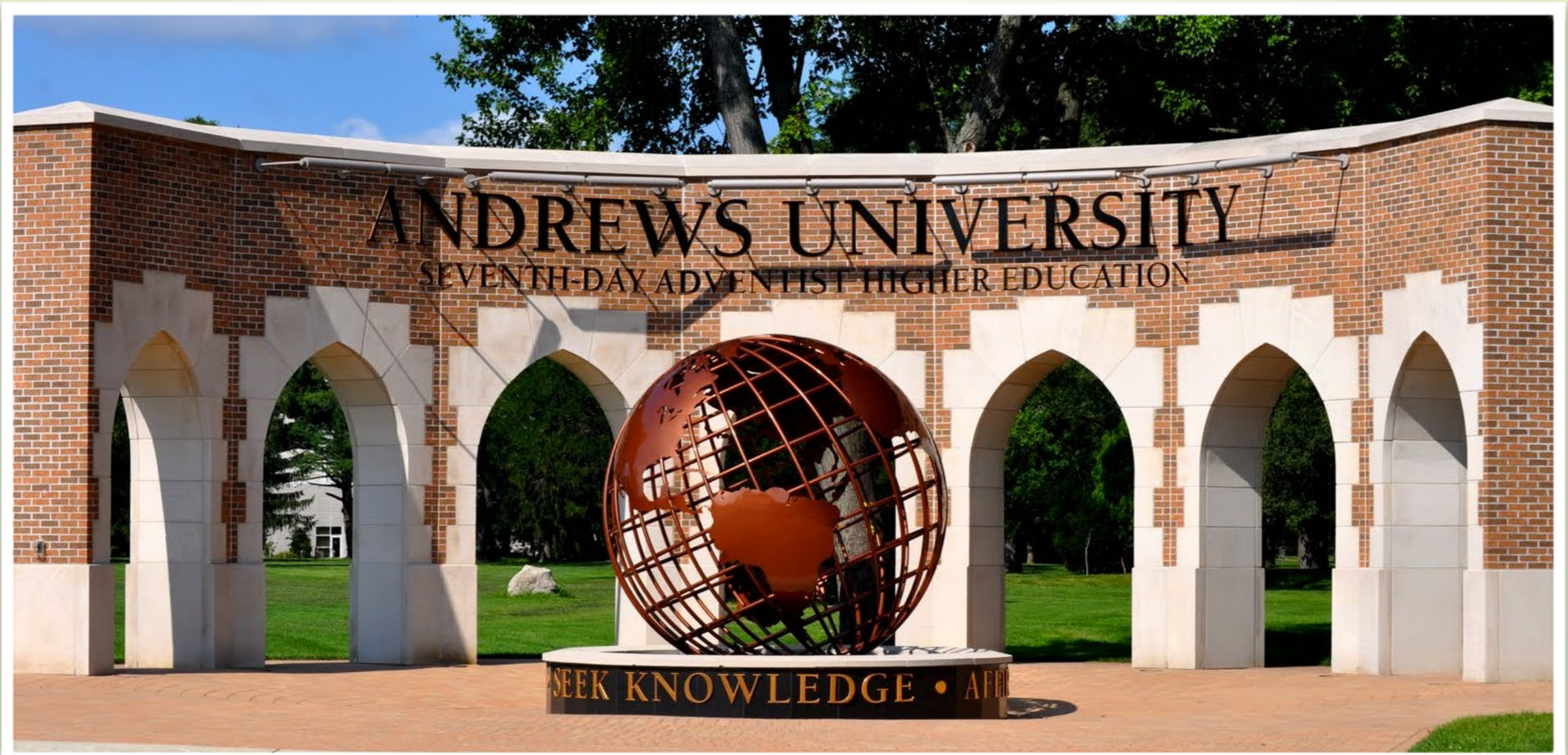


Fall 2022 Workshop



Curricular Practical Training (CPT)

Fall 2022 CPT Workshop

This CPT workshop is for

- Students in programs of study with required off-campus training such as an internship, practicum, or clinical.
- Academic advisors who regularly advise students in F-1 visa status
- Anyone interested in knowing more about CPT

Fall 2022 CPT Workshop

This workshop will begin with an opening presentation explaining key information about CPT.

We will then spend the rest of the time answering questions you have about CPT.

Fall 2022 CPT Workshop

Opening Presentation: Key Information

1. What CPT is
2. What CPT isn't
3. How CPT compares to other employment
4. How to be authorized for CPT
5. Answers to CPT FAQs

1. What CPT is

CPT allows students in F-1 visa status to train in their field of study off campus via a **paid** internship, clinical, or practicum.

The F-1 student must also maintain full-time student status during CPT while school is in session.

1. What CPT is

Important to focus on the “C” in CPT:

Curricular Practical Training:

- “Required by” the curriculum
- “Integral to” the curriculum

1. What CPT is

In other words, CPT is authorized only when the paid off-campus experience is **curricular**, meaning that it is *required by or integral to* the program of study.

1. What CPT is

CPT is authorized as part of an F-1 student's program of study (i.e., before graduation), but in most cases, F-1 students cannot be authorized for CPT until they have completed the first year of study at Andrews.

1. What CPT is

A designated school official (DSO) in the Office of International Student Services authorizes CPT for F-1 students.

1. What CPT is

For CPT to be authorized, a DSO will determine that:

- The CPT is directly connected to a **specific course** taken during the CPT (most cases), or the CPT is connected to another specific aspect of the curriculum (special cases)
- The student's academic advisor verifies that the CPT is **curricular** (i.e, required by or integral to the program of study)
- The off-site employer (location where the CPT will happen) verifies **dates of employment** that correspond to the specific course taken in connection to CPT

1. What CPT is

CPT can be authorized for part-time employment (up to 20 hours/week) or full-time employment (more than 20 hours/week).

NOTE: If you do 12 months or more in total of full-time CPT, you will not be able to do OPT after you graduate.

1. What CPT is

Once a DSO authorizes you for CPT, the authorization will be stated on your I-20, and the name of the employer and number of employment hours/week will be included.

You must have this authorization on your SEVIS record and I-20 before you start CPT.

2. What CPT isn't

An early form of OPT

CPT isn't a pre-graduation form of OPT, and the rules and requirements for OPT should not be applied to CPT.

2. What CPT isn't

A loophole for working off campus

CPT isn't a creative way for obtaining off-campus work authorization; the work in CPT must clearly be verified as required by or integral to the program of study.

2. What CPT isn't

Employment that can be sustained over a long period of time

CPT is designed to correspond to a specific course taken during the program of study, so CPT is typically granted for a single semester or two at the most; CPT lasting longer than this may raise questions with the U.S. government.

3. How CPT compares to other employment

Students in F-1 visa status have three forms of employment available to them:

- On-campus employment
- **CPT**
- OPT

3. How CPT compares to other employment

While there is some overlap in some areas of all three employment types, there are also key differences in:

- When employment happens
- Type of work permitted
- Authorization process
- Length of time granted

3. How CPT compares to other employment

When employment happens

On-campus Job	CPT	OPT
While enrolled as full-time student at Andrews but not after graduation	While enrolled as a full-time student at Andrews but not after graduation – AND while taking a classes directly connected to the CPT experience	After graduation

3. How CPT compares to other employment

Type of work permitted

On-campus Job	CPT	OPT
Any on-campus work that serves the university, the students, and/or faculty and staff	Work that is specifically connected to a particular class or other aspect of the student's program of study	Work that is related in some way to the student's field of study

3. How CPT compares to other employment

Authorization process

On-campus Job	CPT	OPT
No formal authorization is needed as long as the student is in active F-1 status and is enrolled full time while school is in session	Authorized by a designated school official (DSO)	Authorized by U.S. Citizenship and Immigration Services (USCIS)

3. How CPT compares to other employment

Length of time granted

On-campus Job	CPT	OPT
Up to 20 hours/week when school is in session; more than 20 hours/week during school breaks	Both part time (up to 20 hours/week) and full time (more than 20 hours/week or more) are options	At least 30 hours/week required to maintain OPT status

4. How to be authorized for CPT

When you and your academic advisor believe CPT is necessary, you will start the authorization process by accessing the **CPT Authorization Form**.

You can find the form on the International Student Services webpage: www.andrews.edu/services/international

Once on the webpage, scroll down to the Employment section and click on [Curricular Practical Training \(CPT\)](#).

4. How to be authorized for CPT

There are three steps to the authorization process as explained in the CPT Authorization Form, and all three steps must be completed before CPT authorization will show up on your SEVIS record and I-20.

4. How to be authorized for CPT

STEP 1 (STUDENT)

The student completes this section:

- Name / AU ID #
- Degree level
- Signature and date

4. How to be authorized for CPT

STEP 2 (ACADEMIC ADVISOR)

The academic advisor completes this section:

- Course taken that is connected to CPT
- Employer name and address
- Name of supervisor
- CPT start and end dates
- Number of hours/week

4. How to be authorized for CPT

STEP 3 (ACADEMIC ADVISOR)

The academic advisor completes this section:

- Site Letter from employer with corresponding dates
- Academic Advisor statement
- Academic Advisor name, title, contact information
- Signature and date

4. How to be authorized for CPT

The student must not start CPT without first having CPT authorized and stated on the I-20.

A DSO must receive both the completed CPT Authorization form and the Site letter to authorize CPT.

5. Answers to CPT FAQs

What if my clinical, practicum, or internship is not paid? Do I still need CPT authorization?

If it is on campus and not paid, you do not need to obtain CPT authorization – just do it.

If it is off campus and not paid, make sure it is required by or integral to your program of study. If you can legitimately show this, you do not need to obtain CPT authorization – required off-campus training that is unpaid is considered “experiential learning” rather than employment.

5. Answers to CPT FAQs

What if my clinical, practicum, or internship is paid but on campus? What happens then?

If it is up to 20 hours/week, you can claim it as on-campus student employment and not obtain CPT authorization, OR you can obtain CPT authorization for part-time employment.

If it more than 20 hours/week, you must obtain CPT authorization for full-time employment.

5. Answers to CPT FAQs

Can I work in an on-campus student job while doing CPT?

Yes – as long as you are not going over 20 hours/week in total for all jobs combined that you are doing.

For example, if you are doing part-time CPT (under 20 hours/week), you can work additional hours in an on-campus job up to 20 hours/week in total for both jobs.

(Example: 10 hours in CPT + 10 hours in an on-campus job)

If you are doing full-time CPT, you are not able to do an on-campus job during the CPT dates while school is in session.

5. Answers to CPT FAQs

What if the clinical, practicum, or internship lasts more than one semester?

This can be OK, but you and your academic advisor must complete the CPT Authorization Form each semester to show which class is connected to the ongoing CPT.

5. Answers to CPT FAQs

What if the clinical, practicum, or internship lasts more than one semester, but the connected class is required for only one semester?

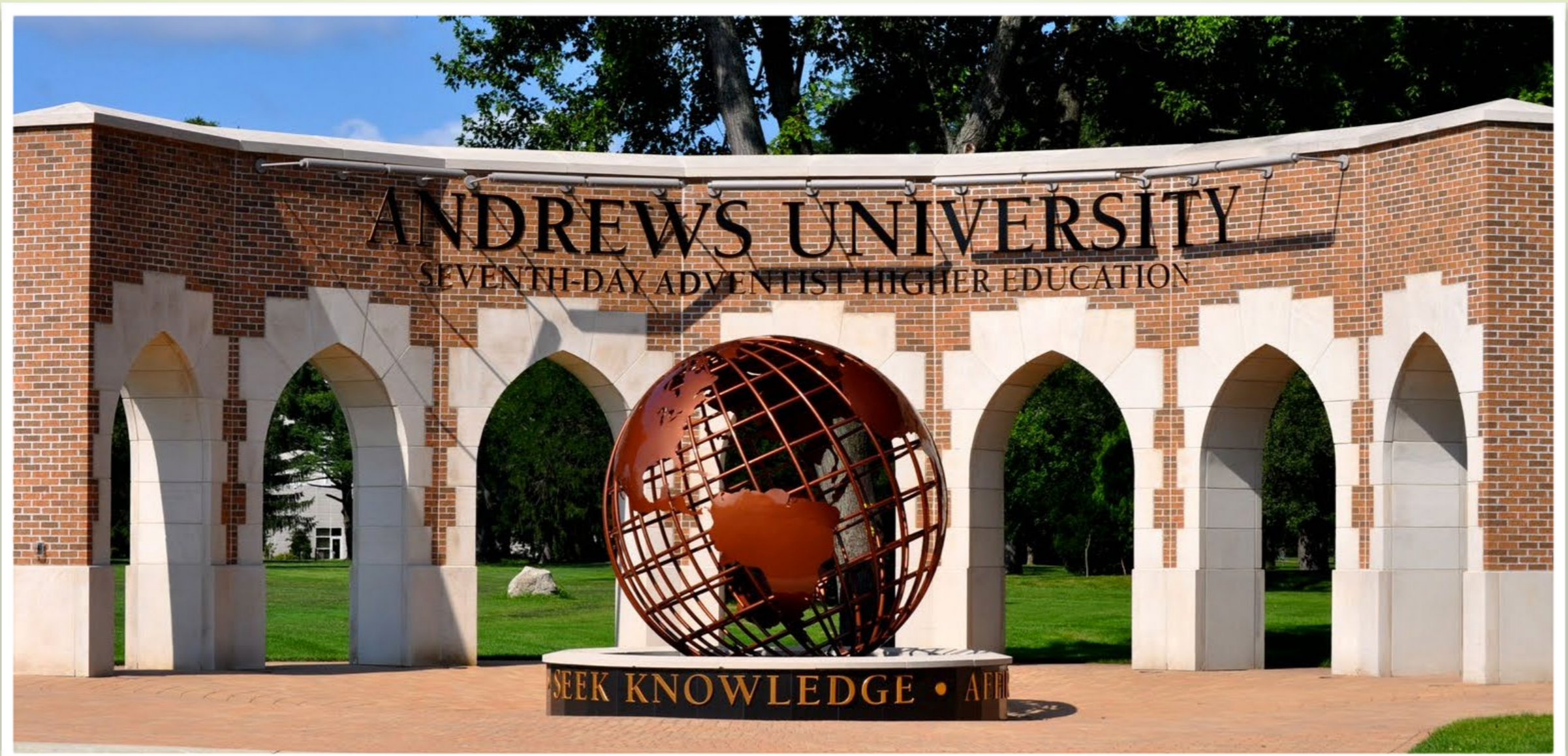
Authorization is possible on a case-by-case basis. If the academic advisor verifies one class is required but the off-campus training connected to the class extends beyond the semester the class is offered, authorization will be granted.

NOTE: *CPT will not be authorized for off-campus employment occurring BEFORE the class connected to CPT is offered.*

5. Answers to CPT FAQs

What if I have an off-campus employment opportunity that is related to my field of study and would be a great experience, but it is technically not required by or integral to my program of study?

Authorization will most likely not be given – the federal regulations are very clear that CPT must, at all times, be integral to or required by the program of study.



Questions?

Career Center Services

Resume/CV
building

Resume/CV
review

Mock
Interviewing

Career Fair
preparation

Career
Planning

Networking
skills building

Job/internship
search skills

Career
Assessments

Career
Counseling

Career
Coaching

Contact us

- James White Library, Room 306
- E: career@andrews.edu
- P: 269.471.6288
- W: www.andrews.edu/go/career
- Virtual and in-person appointments available. Book via our website

Follow us on IG



Professions CAREER FAIR

FALL 2022

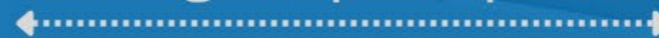
WHEN: **October 4, 2022** -- 11 am - 1 pm
WHERE: **Andreasen Wellness Center**
8750 W Campus Cir Dr, Berrien Springs, MI 49104

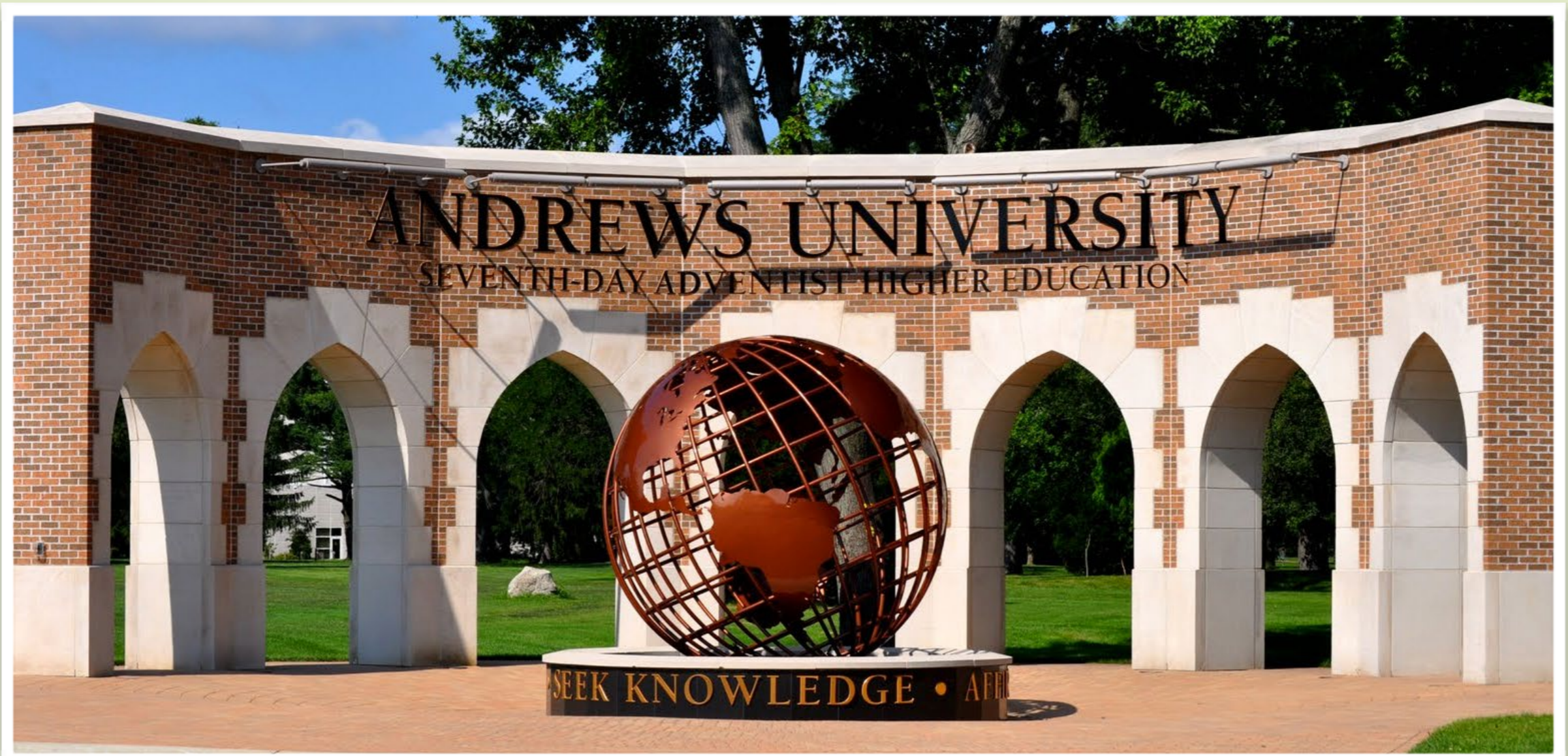


Talk internship
& employment
opportunities
**WITH BIG NAME
BUSINESSES**

All students are invited

No sign-up required





Thank you!