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Curricular Practical Training CCAS, SEAS, ESIA, & CPS

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International Services Office



Curricular Practical Training

An F-1 student may be authorized to participate in a curricular practical training program that is an ***integral part of an established curriculum.***

Curricular practical training is *defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.*

8 CFR [214.2\(f\)\(10\)\(i\)](#)



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Basic Facts about CPT:

- Occurs during the course of study
- Must be “an integral part of an established curriculum” – receive credit or transcript notation
- Directly related to your field of study
- Authorized by the ISO (in writing on I-20) **before work!**
- Employer-specific (must have a written job offer to apply and it does not transfer)
- On campus + off campus employment = 20 hours total!
- CPT can be authorized for *paid and unpaid* internships

CPT – Part-time v. Full-time

- Limited to part-time work during academic semester for work experiences not required by the degree program.
- Can be full-time during authorized university breaks (i.e. spring, summer & winter break)
- Use of part-time CPT *does not* impact eligibility for OPT
- *Remember:* 12 months of cumulative full-time CPT results in the loss of eligibility for OPT

CPT- Paid vs Unpaid Internships

- CPT is available for paid and unpaid positions. CPT is *recommended* for *unpaid internships*. You must be enrolled in either Professional Praxis credit or academic credit to qualify for CPT authorization.
- Labor laws must be taken into account when assessing unpaid training opportunities
- *Pain-in-the-neck* rule
- Important DoL resources:
<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Volunteering- General Information

- May receive “no compensation”
 - Receiving compensation such as meals, free parking, discounts, metro passes, gift cards, stipends are ALL compensation!
- Performs hours of service for a local public agency for *civic, charitable or humanitarian reasons*
- Offers services freely and without pressure of coercion *and..*
- Is not otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer

CPT Eligibility

- Must have completed 1 academic year in status
- Must have eligible job offer

Important:

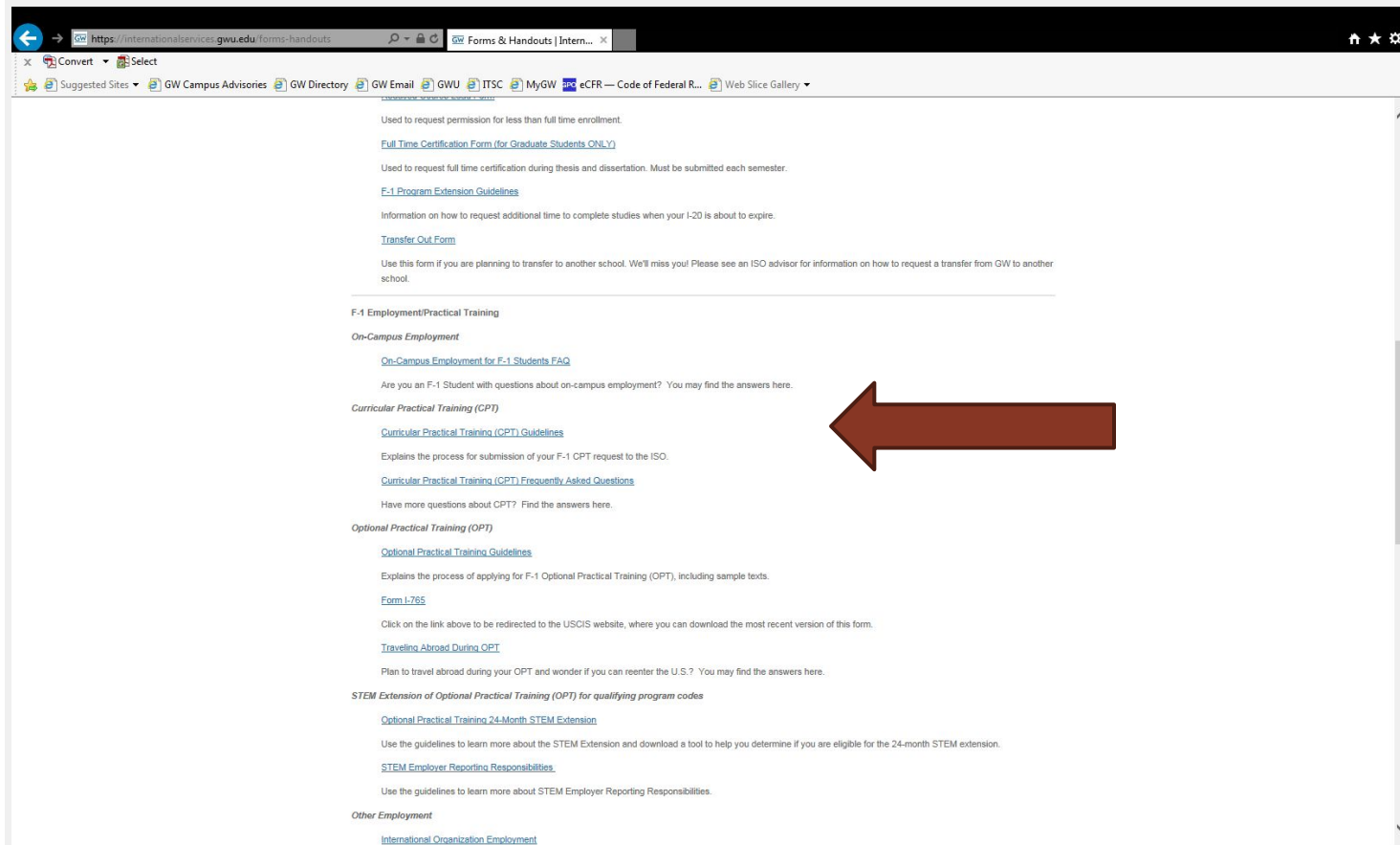
- ❖ Graduate students in programs that require an internship in the 1st year of study must see an advisor about exceptions
- ❖ US transfer students who have completed 1 academic year must be enrolled at GW for 1 semester before they are eligible to apply for CPT

Where do I find the CPT guidelines?!

ISO website: internationalservices.gwu.edu

 Forms and Handouts

 F-1 Employment/Practical Training



The screenshot shows a web browser window with the URL <https://internationalservices.gwu.edu/forms-handouts>. The page content includes several links and sections:

- [Full Time Certification Form \(for Graduate Students ONLY\)](#)
- [F-1 Program Extension Guidelines](#)
- [Transfer Out Form](#)
- F-1 Employment/Practical Training**
 - On-Campus Employment**
 - [On-Campus Employment for F-1 Students FAQ](#)
 - Curricular Practical Training (CPT)**
 - [Curricular Practical Training \(CPT\) Guidelines](#) ← (indicated by a red arrow)
 - [Curricular Practical Training \(CPT\) Frequently Asked Questions](#)
 - Optional Practical Training (OPT)**
 - [Optional Practical Training Guidelines](#)
- STEM Extension of Optional Practical Training (OPT) for qualifying program codes**
 - [Optional Practical Training 24-Month STEM Extension](#)
 - [STEM Employer Reporting Responsibilities](#)
- Other Employment**
 - [International Organization Employment](#)

Is there Checklist? Absolutely!!

HOW CAN I FIND AN INTERNSHIP, PRACTICUM OR COOPERATIVE EDUCATION OPPORTUNITY?

Center for Career Services - gwired.gwu.edu/career

F. David Fowler Career Center (GWSB) - business.gwu.edu/careercenter/

Graduate Student Career Development (ESIA) - elliott.gwu.edu/gscd/index.cfm

Graduate School of Education & Human Development Career Services (GSEHD) - gsehd.gwu.edu/career-services

Center for Professional Development & Career Strategy (Law) - www.law.gwu.edu/Careers/

IMPORTANT NOTES

- If you engage in twelve or more months of **full-time** CPT at your **current** program level you will not be eligible for Optional Practical Training (OPT) when you complete your studies.
- CPT is authorized on a semester-by-semester basis, and therefore you need to apply for CPT authorization each semester.
- You must limit your employment to the specified employer, location and position authorized on your I-20
- For part-time training, you must be careful to limit your work to no more than 20 hours per week.
- CPT can be authorized for paid or unpaid positions

HOW DO I APPLY?

To apply you must submit the following documents to the ISO:

- **A proposal letter from you** describing the type of work training you would like to do and how the proposed training is directly related to your field of study. If you are requesting an extension of an existing authorization, you should explain how your duties will change.
- **A letter (on letterhead) from your employer** clearly indicating:
 - Name and address of the employer issuing the paycheck
 - Note: If the location involves a second employer, that employer should be identified
 - Address where employment will take place
 - Title of your position and detailed description of your duties
 - Number of hours you will be working per week
 - Exact dates when your employment is expected to begin and end
- **A letter (on GW letterhead) from your academic advisor** containing the following information:
 - Indication that s/he has reviewed your proposal and employment letters
 - Brief description of your degree program and how the proposed training is directly related to your academic program
 - Explanation of how the proposed employment is an integral part of your curriculum of study
 - Estimated date of graduation
 - Indication that you are making normal progress toward degree completion and that the proposed training will not interfere with continued satisfactory progress by the graduation date indicated on your I-20
- **Evidence of enrollment** in the appropriate curricular course (unless required by program and no class is available)
 - ESIA Undergraduates, CCAS, SEAS – Please go to <http://careerservices.gwu.edu/cooperative-education-co-op> and follow the instructions to apply for the evidence of enrollment , allow 48 hours for processing (all holds must be removed prior to requesting Evidence of Enrollment from the Center Career Services)
 - ESIA Grad, GSEHD – See the career center specific to your program
 - GWSB Grad – See the International Student Liaison in GWSB to enroll in MBAD 6298
 - Law – See the Director of International Graduate Programs in the Law School
 - GWSB Undergraduates (enroll in BAD 4950), CPS, SPHHS – See your academic advisor
- Legible photocopy of the **biographic (identification) page, expiration date page and U.S. visa page from your passport**
- Legible photocopy of your most recent I-94 www.cbp.gov/I94



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CPT – Application Procedures

- Provide copies of immigration docs:
 - visa, passport & I-94
- Write a cover letter
 - how is it related to your program of study?
- Prospective employer letter
 - (on official letterhead) MUST include ALL required items.
- Letter from Academic Advisor to the ISO
 - verifying how the employment is related to your program of study
- Apply for enrollment in the appropriate curricular course and get a letter verifying that enrollment
<https://careerservices.gwu.edu/professional-praxis>
- Professional Praxis is a 0-credit enrollment which shows up on your academic transcript

Employment Letter Guidelines

- o Official letter on the organization's letterhead
- o Name and address of the employer issuing the paycheck
- o Address where employment will take place
- o Title of your position and detailed description of your duties
- o Number of hours you will be working per week
- o Exact dates when your employment is expected to begin and end



Calsatec

1010 Broadway
New York, NY. 10006

Dear Cheng Fei,

09/22/2017

We at Calsatec are pleased to offer you a position at our Washington, D.C. office working in our IT department as our Fall Data Intern. This position is unpaid but we will offer you reimbursement for your transportation costs.

Dates of employment: 10/05/2017-01/15/2018

Address: Employment is at our D.C. office located at 555 Broad St. NW

Hours per week: 20 hours

Duties: As a Data Intern, you will assist in compiling data reports and running statistical analyses. Together with your supervisor, Yang Bo, you will collaborate with a team of data scientists and business analytics managers to enhance and execute high-impact advanced analytics solutions across our offices on the East coast. You will employ advanced data modeling and forecasting techniques to explore strategic business opportunities and to prescribe actionable recommendations to leverage those opportunities. You will also play a pivotal role in elevating our advanced analytics solutions. Ideal candidates will have a strong academic background as well as technical skills including applied statistics, machine learning, data mining, and software development.

Please report to our HR department on the 2nd floor for orientation at 9:00 am on October 5. This position is at-will.

We are pleased to have you join the team.

Sincerely,

Dipa Karmakar

Data Science Team Lead

CPT Tips

- Apply early!
- No ISO deadline for CPT, however, we do have a 10 business day processing time
- Center for Career Services may have guidelines for you to qualify for Professional Praxis enrollment (i.e. application process)
- You will receive a “CPT I-20” once you have been approved, you must have this before you begin work
- You are not eligible to work before you receive your CPT I-20

Questions?

Q&A

You have

Questions

We have

Answers