F-1 Curricular Practical Training (CPT)

Curricular Practical Training (CPT), employment which is an integral part of an established curriculum, is available to F-1 students who have maintained lawful status for at least nine consecutive months. CPT is typically done on a part-time basis during the school year and on a full-time (over 20 hours a week) during university holiday breaks. CPT gives students the possibility to work off-campus or to work for more than 20 hours a week if certain qualifications are met.

The nine-month-in-status requirement can be waived for graduate students whose program of study requires immediate participation. To document this required internship requirement, the student will need to submit the program of study course catalog noting an internship requirement at the beginning of the degree program.

In most cases CPT will be used for part-time work during the fall and spring semesters, however, students can also work full-time during the summer or holiday breaks. Cases that allow for full-time CPT during the fall or spring semester are internships directly required by the course in which the student is enrolled for academic credit, or by the department as a pre-requisite to graduation. Authorization for full-time CPT during the semester will be carefully reviewed and considered by international student advisor after students have the required documents.

Students who have participated in one year or more of full-time curricular practical training authorization are ineligible for optional practical training. Part-time curricular practical training is not counted toward the 1-year threshold at which a student loses eligibility for optional practical training. You will receive a new I-20 from ISSIS authorizing employment. No Employment Authorization Document (EAD) is required for CPT.

Types of CPT

1. **Required for the degree program**: Internship is mandatory to receive the degree.
2. **Integral part of an established curriculum**: If the internship is not required, then it must be taken
for credit. Students can either sign up for an internship course OR connect CPT to a relevant class being taken in that semester. The student and advisor/major professor will need to note the appropriate course number on the CPT Authorization Form.

3. **CPT over the summer or holiday breaks**: Students who wish to take CPT during university holiday breaks under an integral part of an established curriculum may either register for credit in the summer months or connect CPT to a relevant class from the previous or forthcoming academic term.

4. **Completion of graduate dissertation/thesis**: Internship may be done to engage in research necessary to complete a doctoral dissertation.

**CPT Application**

Applications should be submitted at least two weeks before the requested start of employment. If the training opportunity does not qualify for CPT designation, it may qualify for OPT authorization. If you have any questions, please make an appointment to come in and meet with an advisor. You are always free to email us as well.

The process for applying for CPT is as follows:

1. **Online workshop completion**: If you wish to apply for CPT, you must complete the online workshop available at: [http://international.uga.edu/issis/cpt_workshop](http://international.uga.edu/issis/cpt_workshop). Please review the workshop all the way to the end and fill out the form certifying your completion. This workshop is required before you can meet with an advisor to discuss CPT, even during walk-in hours.

2. **CPT application completion**: You must also complete the OPT application in the iStart Portal at [https://istart.uga.edu/](https://istart.uga.edu/). Detailed instructions on how to use this form are available on the CPT Application Process handout: [http://issis.uga.edu/docs/Student_Section/F1_CPT_application_process.pdf](http://issis.uga.edu/docs/Student_Section/F1_CPT_application_process.pdf). After you submit your form, your academic advisor will also be asked to submit a form through iStart.

3. **ISSIS Advisor Review**: A Student Advisor will review the complete application and notify the student when a decision is made. If the application is approved, a new I-20 with the CPT recommendation will be processed and placed at the front desk for student pick up.