

CURRICULAR PRACTICAL TRAINING (CPT) INFO SESSION

ISSS

Updated 11/14/2023



AGENDA

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What is CPT?

- The U.S. Code of Federal Regulations defines CPT as “an integral part of an established curriculum” and as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”
- Information about CPT can be found at these websites:
 - ISSS [CPT](#) webpage
 - ISSS [CPT Apply for CPT](#) webpage
 - ISSS [Forms and Resources](#) “Student Employment Authorization” webpage

Eligibility for CPT



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- Be in valid F-1 status
- Have been in full-time academic status for one full academic year (Fall, Winter, Spring/Spring, Fall, Winter); *this means no break in your enrollment or F-1 status in the year prior to the internship dates.*
- Training is an integral part of the school's established curriculum.
 - Earn academic credit towards the degree program for the opportunity
- Employment relates **directly** to student's major field of study.
- One year (12 months) of full-time (2080 hours or more) CPT eliminates a student's eligibility for Optional Practical Training (OPT).



Eligibility for CPT continued

- A Designated school official (DSO) authorizes CPT in SEVIS, and the authorization is reflected on the I-20. (DSOs are your ISSS international advisor.)
- The training opportunity must be obtained before CPT can be authorized.
- CPT can only be authorized before the student's program end date on the I-20.
- CPT must be authorized before the student can begin work. Engaging in training without authorization is a violation of the student's F-1 status and could lead to the loss of status. This includes any orientation or other preparation that might be required in advance of the training opportunity.

Eligibility for CPT continued



- Authorization is position specific and for a specific period:
 - CPT can be granted for the length of the semester or the length of the training experience – whichever is shorter.
 - A separate CPT application is required for each CPT period (Winter or Summer).
 - CPT may be authorized full-time if the training is 21 hours per week or more.
 - Students can have more than one CPT authorization at the same time; however, each opportunity must be authorized, and this requires a CPT application for each position.

When is CPT needed and when is it not?



- CPT is needed for:
 - Positions receiving remuneration in the U.S.
 - Off-campus internships, alternative work experiences that are directly related to a student's major of study.
- CPT is not needed for:
 - Unpaid or volunteer opportunities in the U.S.
 - Employment that is deemed 'on-campus work' (paid by the College) and is not for more than 20 hours per week or less when classes are in session.
 - It can be full-time during summer/official breaks
 - Employment done outside of the U.S.

CPT cannot be issued for freelance or self-employment opportunities (these are sometimes presented as 1099 Employments for tax purposes)



CPT Application Processes

The CPT application processes can be found at the [**ISSS "Apply for CPT"**](#) webpage.

Important Note Before Starting your Application:

- There are two separate processes for Winter and Summer CPT.
 - Winter CPT requires CCI approval first and then registration in the College Internship course.
 - Summer CPT requires CCI and MIIS approval since students will be enrolling in the MIIS Fieldwork course. This course does not count towards the College degree but does earn students MIIS credit.



CPT Application Winter Process

- You will be required to upload the following documents in the Winter CPT application:
 - Winter Term Internship/Fieldwork Supplemental Letter & Advisor Confirmation Form
- Once your application has been submitted, and the internship approved, you will be registered in the College internship course.
- ISSS will then review the CPT application for approval. Please allow 5-10 business days from the date of enrollment in the course for ISSS to process the CPT request.
- If approved, ISSS will update your SEVIS record with an endorsement for CPT and issue an updated I-20, showing the dates of authorization and details about the internship sponsor. This can be used to satisfy I-9 requirements at the organization.



CPT Application Summer Process

- Use the [Fieldwork Enrollment Application](#) if you need to enroll in the Fieldwork Course for your off-campus internship for CPT.
 - Prior to the course, students arrange for their own internship or fieldwork, which they then undertake at the same time they are enrolled in the course. This course satisfies the credit-bearing course requirement for CPT authorization eligibility, as long as the experience directly relates to the student's major field of study, and the student meets all other eligibility criteria.

Important Note Before Starting your Application:

- You will be required to upload a supplemental letter from the organization or company. This Supplemental Letter contains information needed to request enrollment in the Fieldwork course and is also used by ISSS for the CPT approval process. Please contact your internship host in advance of completing this application if you do not already have an offer letter with the required information. The [Internship/Fieldwork Supplemental Letter for Middlebury fieldwork course approval process and template](#) provide required information.
- Once your application has been submitted, please note that you will receive two emails:
 - One from the instructor of the course, confirming enrollment in the course
 - The second from ISSS, once the CPT has been approved. Please allow 5-10 business days from the date of enrollment in the course for ISSS to process the CPT request.



CPT Approval Process

- ISSS encourages you to begin the process as soon as possible. Students are encouraged to submit all documentation in a timely manner prior to their requested CPT start date. From the time a completed application is submitted, it can take five to ten workdays before an approval is issued.
- International Student and Scholar Services (ISSS):
 - Reviews CPT application and supporting documentation submitted by student.
 - Upon approval, will issue I-20 with CPT authorization for student.
 - Student will receive an email from ISSS once the I-20 has been issued, along with information about how to maintain status while engaging in off-campus training.
- More complete information can be found at the [**ISSS CPT**](#) webpage.



- A student approved for CPT will be issued an updated I-20 with off-campus training authorization.
- The I-20 with CPT approval will become your current I-20.
- ***Keep ALL previous I-20s for your records.***
- If you engage in an internship that is paid, you **MUST** obtain a social security number (SSN), if you don't already have one. Winter CPT stipends may also require a SSN.
- Tax filing requirements may be required for the tax year you work in (filing will occur in April of the following year).
- If you end your internship early, or decide **NOT** to engage in the internship, you must notify ISSS so that we can shorten or cancel your CPT authorization.

How to Contact ISSS:

➤ **Website:** <http://go.middlebury.edu/iss>

➤ **Email:** iss@middlebury.edu

If you email ISSS, be aware that it may take 3-5 business days to respond as we juggle competing priorities. Please do not email us multiple times about the same issue or write to individual staff members, as that only makes it more complicated for a timely response.

➤ **ISSS Advisor appointments:** via [Calendly](#)

Please only schedule an appointment after you've consulted and reviewed carefully other available Middlebury resources such as the ISSS website or emails we have sent.

➤ **Phone:** 802-443-5858

NOTE: If you do not reach anyone, you may choose to either leave a voicemail or hang up and send an email. You should refrain from calling and emailing about the same inquiry to again avoid complicating a timely response.

