

**Summer Internship and Curricular Practical Training (CPT) - Summer 2022  
OVERVIEW**

This overview contains important information about the process to enroll in the fieldwork course and to obtain CPT authorization for international students in F-1 status for summer 2022 internships.

- The [Middlebury Institute Fieldwork \(IPMG8650-M\) Course Listing](#) is on the CCI website. *Please note that the course listing is from 2021, but the 2022 course will operate under a similar structure.*
- Instructions regarding the course registration process are located on the Center for Careers and Internships (CCI) website under [Summer Internships for Credit \(via the Institute\)](#). Apply to register for the course once you secure your internship, and at least 14 days before your intended start date.
- CCI also has information about [funding for unpaid internships](#) (final application deadline is April 10). CCI makes decisions on a rolling basis—so, apply soon!
- ISSS also updated our [Curricular Practical Training \(CPT\)](#) page to reflect the summer option.

**1. Details about the Fieldwork course:**

- As an integral part of an established curriculum, the Middlebury Institute Fieldwork Course provides students with a way to pursue U.S.-based internships that require students to earn academic credit (i.e. to participate with organizations that require it, or to qualify for CPT authorization).
- The fieldwork course requires approval from the instructor for students to enroll in the course.
- Course registration will begin late April. (Students initiate the process through CCI.)
- Students should complete the CCI Fieldwork Application as soon as they have their offer letter, and [no later than four weeks prior to their intended start date](#).
- The fieldwork/internship must take place within the course dates of the undergraduate section (IPMG8650-M). **For Summer 2022, the course section dates run from May 31 to September 2:**
  - The [start date](#) can be on or after Tuesday, May 31, and no later than Monday, August 8.
  - The [end date](#) must be before or on Friday, September 2.
- Students will participate in the course remotely from their internship site or another location.
- There is no additional cost to the student for this course.
- Grading for the course is on a pass/fail basis.
- Students will be required to submit academic deliverables while enrolled in the course.
- Students who successfully complete this course will earn an Institute credit, which will appear on the student's Institute transcript (and not on their College transcript).
- This credit is not transferrable to the College transcript.

**Student eligibility requirements to enroll in the course:**

- Students must have completed at least one full academic year in F-1 status at Middlebury by the start of their summer fieldwork opportunity or internship. Eligible students must have at least one academic term of study at Middlebury College remaining.
- Students who started their Middlebury College program in fall semester 2020, must have taken courses in the U.S. for the full academic year (i.e. fall-winter-spring) as an F-1 student.
- Students must secure an internship before they will be eligible to apply to enroll in the course.
- The internship must relate *directly* to the student's academic major.
- Students must complete all the necessary steps to enroll in (and complete) the course, including submission of required documents in a timely way.

## 2. Curricular Practical Training (CPT)

- International Student & Scholar Service (ISSS) has the ability to approve Curricular Practical Training (CPT), which authorizes international students in the U.S. to pursue full- or part-time, paid or unpaid, off-campus applied learning experiences that are an integral part of an established curriculum.
  - CPT is granted by ISSS and does not involve a government agency.
  - There is no cost to apply for CPT.
  - CPT provides an alternate authorization to *pre-completion* Optional Practical Training (OPT), as long as an internship organization/sponsor is willing to accept it. (If not, eligible international students may consider pursuing pre-completion OPT, which requires an application to USCIS, a filing fee, and may take 4-5 months for USCIS to process and approve.)
- **Special considerations due to COVID-19:**  
*(Please note that these are temporary measures during the COVID-19 crisis only and subject to change.)*
  - CPT authorization can be authorized for students pursuing U.S.-based internships, **even if the students are outside the U.S. in F-1 status—per temporary allowances for remote work** based on Immigration & Customs Enforcement/Student & Exchange Visitor Program (SEVP) guidance.
  - CPT can be granted for internships done remotely/virtually (in the U.S. or abroad), as long as “**either the employer has an office outside the United States or the employer has a means to assess student engagement and attainment of learning objectives.**” [from SEVP guidance-4/16/2020.] *(Note: The ability for an individual to work from abroad for a U.S.-based company will depend on specific employer policies and local labor laws in the country where the work will take place.)*
  - For students approved by the organization to pursue the fieldwork opportunity or internship remotely, the Fieldwork/Internship Offer Letter must indicate the student’s physical location and outline the measures in place to ensure oversight of the training experience.
- **Internship Scenarios and CPT:**
  - Internships abroad for a non-U.S. employer **do not need CPT.**
  - Internships in the U.S. for a U.S. employer—on site or at another U.S. location—**eligible for CPT.**
  - Internships for a U.S. employer done remotely from outside the U.S. are **eligible for CPT** under COVID-19 temporary allowances, per SEVP guidance as of April 16, 2020, if employer requires CPT.

## 3. Course Registration/CPT Approval Process:

- Instructor will notify ISSS when students are approved for enrollment in the Fieldwork course.
- For students who qualify, ISSS will authorize Curricular Practical Training (CPT). ISSS will update your SEVIS record with the necessary information and will produce an updated Form I-20, showing the dates of authorization and details about the internship sponsor.
- The updated I-20 can be used to satisfy I-9 requirements at the internship organization.
- **Students may only begin the internship on or after the CPT start date on their updated I-20.**

We know this is a lot of information to process, so take your time, and read it carefully. Then, your next step will be to visit the CCI summer internship site for information about getting started. If you have read all the available information and still have questions about the CPT process, email [iss@middlebury.edu](mailto:iss@middlebury.edu) .