

Middlebury College - International Student and Scholar Services (ISSS)
Winter Internship and Curricular Practical Training (CPT)
OVERVIEW – Winter 2023

This overview contains important information about the process to obtain CPT authorization for international students in F-1 status for winter 2023 internships. International students in F-1 status need to complete two steps for off-campus curricular practical training approval for winter term:

1. Apply for a winter internship for credit through CCI, following the process outlined at: <https://www.middlebury.edu/office/careers-internships>
2. Apply for CPT, if eligible or if required, through ISSS. See the [ISSS CPT web page](#). Please note: To maintain your F-1 status, CPT approval must be issued prior to beginning the off-campus experience. Do not start the experience until the approved start date listed on your I-20; this includes any training or orientation that may happen before the internship/experience.

1. Apply for a winter internship for credit through CCI:

- As an integral part of an established curriculum, the Winter Term Internship 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 credit to be earned, or to qualify for CPT authorization).
- Winter Term 2023 will be held January 05 – February 02.
 - The **start date** must be **on or after** January 5, 2023.
 - The **end date** must be **before or on** February 02, 2023.
 - Internship must be at least four weeks long and a minimum of 25 hours/week
 - For the purposes of CPT authorization, full-time is defined as more than 20 hours per week. Part-time is 20 hours per week or less.
- Students must follow the process outlined by CCI for approval to engage in the internship for credit. (Note: F-1 students must earn credit for the internship to be eligible for CPT approval.)
- Review the CCI Winter Term Internship Timeline and Checklist if you have any questions: https://drive.google.com/file/d/1AWmTJt5J7mh10TDLI5Bx_AJIR0i9ia7/view

Student eligibility requirements to enroll in the course and to obtain CPT authorization:

- The internship must relate directly to the student's academic major.
- Students must be in F-1 status for at least one full academic year prior to be eligible for CPT.
 - The definition of Middlebury College academic year is Fall, Winter, Spring or Spring, Fall, Winter.
- Students must complete all the necessary steps to enroll in the course, including submission of required documents in a timely way and registering for the internship course in Banner.

2. Apply for Curricular Practical Training (CPT)

- International Student & Scholar Service (ISSS) approves Curricular Practical Training (CPT), which authorizes international students in F-1 status to pursue U.S.-based 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.
- Special considerations due to COVID-19: (*i.e., temporary measures during the COVID-19 crisis only*)
 - CPT authorization can be approved for students pursuing U.S.-based internships, **even if the students are not currently in the U.S.—per temporary allowances for remote work per**

Immigration & Customs Enforcement (ICE)/Student & Exchange Visitor Program (SEVP) guidance issued August 7, 2020 and updated on May 31, 2022.

- 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 can assess student engagement and attainment of learning objectives electronically.”* [08/07/20 SEVP guidance] *(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 internship organization to pursue the internship remotely, the CPT 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:

- International students who are inside the U.S. and have an internship with a U.S.-based organization need CPT authorization.
- International students who are outside the U.S. and have an internship with a U.S.-based organization might need CPT authorization (the organization would make this determination) *Consult with ISSS.
(Note: ISSS could issue CPT in this situation for Winter Term based on the July/Aug 2020 guidance from SEVP regarding OPT and CPT authorizations while students are outside the U.S.)
- International students who are inside the U.S. and have an internship with an organization based outside the U.S. are advised to obtain a letter from the organization confirming that no compensation is being provided. (CPT will not be issued in this situation.) *Consult with ISSS, if needed.
- International students who are outside the U.S. and who have an internship with an organization based outside the U.S. do not need CPT, which is a U.S.-based authorization. (Students should follow guidelines of the host country.)

3. Steps for you to take to obtain CPT:

If you are an International student in F-1 status and your internship is in the U.S., follow the additional steps below. (If it is outside the U.S., you can disregard these steps, unless your organization requires CPT.)

1. CCI will notify ISSS when students are approved for the Winter internship for credit. Once receiving your approval from CCI, you may begin the ISSS CPT Application process immediately.
2. Approved students will need to complete the CPT Application, which can be found on the ISSS website here: <https://www.middlebury.edu/office/international-student-and-scholar-services/forms-and-resources> (scroll down to “Student Employment Authorization”).
3. ISSS must approve your CPT application and make a recommendation in SEVIS before you engage in the internship activity. This recommendation requires a new I-20 to be issued on your behalf. Do not begin the experience until the start date indicated on your new 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 winter internship site for information about getting started and/or visit our CPT information site (go/cpt or <https://www.middlebury.edu/office/international-student-and-scholar-services/students/student-employment-information/curricular>). If you have read all the available information and still have questions about the CPT process, email iss@middlebury.edu .