ISSO Q & A: Curricular Practical Training (CPT)

April 23, 2021
Presenter

International Student & Scholar Office
• Amy Mabery, Assistant Director
Agenda

• CPT
  – What is it?
  – Eligibility
  – How to Apply
  – Semester Details
  – Important Reminders

• Q&A
What is CPT?

• Off-campus employment/training programs that are an integral part of an established curriculum; defined as alternate work/study, internship, cooperative education or any other type of required internship/practicum, which is offered by sponsoring employers through cooperative agreements with the school

• CPT is NOT just an opportunity to work off campus and must not be abused!!
CPT Eligibility

- You must have been in lawful student status and enrolled full-time (or with an approved RCL) for 1 full academic year (the past 2 semesters, excluding summer) and currently hold valid F1 status.
- Must have good academic standing (i.e. making ‘normal’ course progress, maintaining appropriate GPA). ISSO may use discretion.
How to Apply - University Career Center

- Via the University Career Center
  - See the Career Center’s Hire-A-Niner website - [https://hireaniner.uncc.edu/](https://hireaniner.uncc.edu/)
  - 2 part approval process, 10 business day processing time (2 weeks)
    - Step 1 - Approval by the Career Center
    - Step 2 - Approval by ISSO
- **Fall/Spring** semester **part-time** internships require students to be enrolled full-time or have an approved RCL
- **Summer internships** may be **full or part-time**, as long as the student will continue to be enrolled the following fall semester or if the student is enrolled in summer coursework as the final term of study.
How to Apply - Academic Department

• WHEN
  – If your work experience is for course credit (such as an internship course), it must go through the Academic Department

• WHO
  – PhD students must request CPT through the Academic Department
  – CPT must be for credit, or required for developing the dissertation

• HOW
  – Webpage link for the ISSO Connect CPT application - Academic Department
    • Upload an unofficial Banner transcript
    • Upload your job offer letter
    • Request an electronic academic advisor recommendation
    • Request an electronic employer recommendation
## Semester Details

<table>
<thead>
<tr>
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<th>Summer 2021</th>
<th>Fall 2021</th>
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</thead>
<tbody>
<tr>
<td>Date application opens</td>
<td>Mar 27</td>
<td>June 28</td>
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<tr>
<td>Apply by this date to work on the FIRST day of CPT</td>
<td>Apr 30</td>
<td>Aug 9</td>
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<td>Semester CPT dates</td>
<td>May 17 - Aug 20</td>
<td>Aug 23 - Dec 17</td>
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Important Reminders

• CPT must be authorized and performed **BEFORE** completion of studies.
• There are **NO EXCEPTIONS** with processing times!
• CPT authorization is not a sufficient reason to drop below the full-time study requirement for F1 students, nor delay graduation or interfere with normal academic progress.
• CPT employment authorization is restricted to part-time (20 hrs/week) during fall/spring semesters with very few exceptions:
  – Master’s students who are enrolled in ONE final class (in final term) that also has a full time work requirement
    OR
  – Doctoral students in dissertation status who have successfully completed all coursework requirements, defended dissertation proposal and have scheduled defense
Important Reminders Continued

• International students must receive CPT **work authorization BEFORE** participating in any form of **internship** or of off-campus employment.  
• Your CPT employment is valid **only for the dates of authorization**. Every term of work experience must be approved by the University Career Center and authorized by the ISSO. ISSO Advisors cannot “backdate” the employment start date.  
• CPT is not to be used as a way to secure permanent employment – must be a **temporary internship**. For more permanent work, consider applying for OPT.  
• **Students with on campus employment** – **may not exceed 20 hrs/wk total** (CPT and on campus) **for Fall and Spring semesters**. Some Ph.D. students may qualify for an exception.
Frequently Asked Questions

Email case specific questions to intlsso@uncc.edu
Can I do a remote internship/CPT for a company outside the U.S.?

• We highly recommend against this
• It does not count as CPT if the employer is not in the U.S.
• Lots of complicated tax issues for which you and your employer would be responsible.
Is there any way to work on CPT during the break between the fall and spring semesters?

• Unfortunately no

• CPT is **curricular** training which means it needs to be associated with a semester of study

• Be clear with your employer that you cannot work during that break

• Don’t work without authorization
If I work on CPT am I still eligible to apply for OPT after I finish my program?

- If you do 12 months (365 days) of **full time** CPT you are no longer eligible to apply for OPT.
- Part time CPT does not count towards the 12 months.
Are there changes to the location policies for in-person (not remote) CPT for Fall 2021?

- **Spring 2021 special circumstance, in-person internship more than 90 minutes from UNC Charlotte** - SEVP allowed continuing F-1 students to take more than 1 online class for spring 2021. If you are taking online classes only, the ISSO may approve an in-person CPT that is greater than 1.5 hours drive from UNC Charlotte.

- **Fall 2021, TBD** - It will be based on SEVP’s guidance. If you are required to take in-person classes, the 1.5 hr rule will apply.
Can I participate in CPT remotely while outside the U.S.?

- **Example** - summer, or if SEVP allows 100% online classes for fall 2021
- The ISSO requires written approval from your employer - your job offer letter must include the statement
  
  - "The student will participate in a remote internship while maintaining a full course load through UNC Charlotte and while remaining outside the U.S. We acknowledge that it is up to the student and the employer to investigate and fulfill any taxation or U.S. or foreign country regulatory requirements due to the student’s physical location.”
Questions?
Thank you!