Curricular Practical Training (CPT) Workshop

February 11, 2022
Presenters

International Student & Scholar Office

- Amy Mabery, Assistant Director
- Dillon Clausner, International Student Advisor
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.
CPT Eligibility, continued

- Regulations allow for DSO (university F-1 immigration advisor) discretion to approve or deny CPT applications based on student’s academic progress, degree completion, and other considerations.
How to Apply - University Career Center

- Via the University Career Center
  - See the Career Center’s Experience Portal - https://experience.charlotte.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
  – **PhD students** must either receive academic credit, or the academic advisor indicates that the CPT is 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

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<thead>
<tr>
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<th>Spring 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
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</thead>
<tbody>
<tr>
<td>Date application opens</td>
<td></td>
<td>March 7</td>
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<tr>
<td>Apply by this date to work on the FIRST day of CPT</td>
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<td>May 2</td>
<td>August 1</td>
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<td>Semester CPT dates</td>
<td>Jan 10 - May 13</td>
<td>May 16 – August 19</td>
<td>August 22 – December 16</td>
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CPT after OPT policy

- Student must complete 1 semester at their new academic level after participating in OPT if the OPT created a semester or more ‘gap’ in enrollment.
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 (combined with hours participating in on-campus employment) 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 (i.e. an internship class)
    OR
  - Doctoral students in dissertation status who have successfully completed all coursework requirements, defended dissertation proposal, and require an internship to further their research toward dissertation 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. CPT is approved per term by the University Career Center and authorized by the ISSO.

• 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 + on campus) for Fall and Spring semesters.
  – *GA/TA contracts also prohibit students from working more than 20 hrs/week.
Ethical Job Search Policy

• ‘UNC Charlotte expects any student accepting a job offer to honor their commitment to the accepted position and company’ by ceasing their job search upon accepting an offer.

• When faced with an offer you are not sure about:
  - Ask offering employer for 24 hours to consider.
  - Inform any ‘first choice’ employers of your offer and ask if they have made their hiring decision yet.
  - Based on what you learn, make the best decision you can and STICK WITH IT!
  - http://career.uncc.edu/resources/policies
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 2022?

- **Fall 2021 & spring 2022 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 fall 2021 & spring 2022. 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 2022, 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 2022
- **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!