

F-1 CURRICULAR PRACTICAL TRAINING

DEFINITION

For a proposed work experience to be considered eligible as Curricular Practical Training (CPT), it must be an integral part of the degree program. At Georgia Tech, off campus employment for undergraduates can only be authorized if the student is participating in the Co-op program. For graduate students, Co-op and **required** internships in City Planning or Information Design and Technology are eligible.

ELIGIBILITY

You can be eligible for CPT at Georgia Tech in one of two ways:

1. Co-op
2. Required Internship in Building Construction (undergrad), City Planning, Information Design and Technology *only* (graduate students)

NOTE: In both cases, you are eligible for CPT only if you are in F-1 status and have been enrolled full-time for at least nine months. The proposed work must be in the field of study listed on your I-20. Additionally, you must be registered for the corresponding credit hours during the semester in which you will participate in CPT. If you must move for your work assignment, be sure to update SEVIS addresses in OSCAR before and after participation in CPT. If you are in your final semester, see the reverse side for additional restrictions.

CPT PROCEDURES

Co-op Procedures:

- ❑ Apply for Co-op through the Graduate or Undergraduate Co-op Office to gain approval. The Co-op office will write a letter outlining your work assignment.
- ❑ Bring the work assignment letter from Co-op and your current I-20 to OIE and meet with an international student advisor.
- ❑ Assuming you meet all eligibility requirements, a new page 3 will be added to your I-20. It will be ready for you to pick up in one week. You must have the new I-20 with the CPT authorization in your possession to begin work. The CPT work authorization is valid only for the employer and dates indicated on the I-20.
- ❑ Enroll in Co-op hours prior to the end of Registration for the term that you plan to work.

Required Internship Procedures:

- ❑ Once you have secured an internship, have your academic coordinator/advisor write a letter that includes: dates of employment, name and address of employer, whether it is full or part-time work, and a description of the employment.
- ❑ Bring the internship letter and your current I-20 to OIE and meet with an international student advisor.
- ❑ Assuming you meet all eligibility requirements, a new page 3 will be added to your I-20. It will be ready for you to pick up in one week. You must have the new I-20 with the CPT authorization in your possession to begin work. The CPT work authorization is valid only for the employer and dates indicated on the I-20.

QUESTIONS ABOUT CURRICULAR PRACTICAL TRAINING

DIFFERENCE BETWEEN OPT AND CPT

OPT: Optional Practical Training

CPT: Curricular Practical Training

- CPT is authorized for off-campus work performed before completion of your academic program. OPT can be authorized for off-campus work before or after completion of your academic program.
- F-1 visa holders have a maximum of 12 months of OPT available to them for each level of higher education. The amount of CPT is not limited by the immigration regulations.
- CPT must fall into one of the two categories of eligibility listed on the reverse side of this form. You can work anywhere within your academic field on OPT.
- CPT is authorized through OIE. OPT is authorized through the immigration service.
- Students who have received one year or more of full-time CPT are NOT eligible for OPT. Part-time curricular practical training (20 hours or less a week) is not counted toward the one-year threshold at which the student loses eligibility for Optional Practical Training.

EMPLOYMENT DATES

You are allowed to work during the time authorized by the International Student Advisor on page 3 of your I-20. You do not need to receive authorization from the immigration service.

TAXES

There are three kinds of tax in the U.S.: federal, state, and Social Security/Medicare. You will have federal and state tax taken out of your check. Social Security/Medicare taxes should **not** be withheld while you are on CPT unless you are considered a resident alien for tax purposes. For further information, please see IRS Publication 519, page 42, Chapter 8. IRS Publication 519 is available at: <http://www.irs.gov/pub/irs-pdf/p519.pdf>

GRADUATION SEMESTER

Students may not register only for CPT hours (Co-op, Required Internship) in the last semester of enrollment. If all coursework other than the requested employment has been completed, the student should apply for OPT. If a student is enrolled in a combination of CPT hours and other **required** hours, authorization can be given to work off campus part-time only. Full-time CPT will not be authorized in the final semester.