

# Fall 2022 CPT Workshop

This CPT workshop is for

- Students in programs of study with required off-campus training such as an internship, practicum, or clinical.
- Academic advisors who regularly advise students in F-1 visa status
- Anyone interested in knowing more about CPT

# Fall 2022 CPT Workshop

This workshop will begin with an opening presentation explaining key information about CPT.

We will then spend the rest of the time answering questions you have about CPT.

# Fall 2022 CPT Workshop

## Opening Presentation: Key Information

1. What CPT is
2. What CPT isn't
3. How CPT compares to other employment
4. How to be authorized for CPT
5. Answers to CPT FAQs

# 1. What CPT is

CPT allows students in F-1 visa status to train in their field of study off campus via a **paid**

# 1. What CPT is

Important to focus on the “C” in CPT:

*Curricular* Practical Training:

“Required by” the curriculum

“Integral to” the curriculum



# 1. What CPT is

CPT is authorized as part of an F-1 student's program of study (i.e., before graduation), but in most cases, F-1 students cannot be authorized for CPT until they have completed the first year of study at Andrews.



# 1. What CPT is

A designated school official (DSO) in the Office of International Student Services authorizes CPT for F-1 students.

# 1. What CPT is

For CPT to be authorized, a DSO will determine that:

- The CPT is directly connected to a **specific course** taken during the CPT (most cases), or the CPT is connected to another specific aspect of the curriculum (special cases)
- The student's academic advisor verifies that the CPT is **curricular** (i.e, required by or integral to the program of study)
- The off-site employer (location where the CPT will happen) verifies **dates of employment**

# 1. What CPT is

CPT can be authorized for part-time employment (up to 20 hours/week) or full-time employment (more than 20 hours/week).

**NOTE:** If you do 12 months or more in total of full-time CPT, you will 5 .(a)(ed)0eimeewouPT in ta (ime)f1 377e wou imeourt

# 1. What CPT is

Once a DSO authorizes you for CPT, the authorization will be stated on your I-20, and the name of the employer and number of employment hours/week will be included.

You must have this authorization on your SEVIS record and I-20 before you start CPT.





## 2. What CPT isn't

Employment that can be sustained over a long period of time

CPT is designed to correspond to a specific course taken during the program of study, so CPT is typically granted for a single semester or two at the most; CPT lasting longer than this may raise questions with the U.S. government.

### 3. How CPT compares to other employment

Students in F-1 visa status have three forms of employment available to them:

- On-campus employment
- CPT
- OPT



### **3. How CPT compares to other employment**

While there is some overlap in some areas of all three employment types, there are also key differences in:

- When employment happens
- Type of work permitted
- Authorization process
- Length of time granted

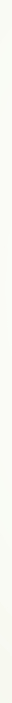
### 3. How CPT compares to other employment

#### When employment happens

On-campus Job	CPT	OPT
While enrolled as full-time student at Andrews but not after graduation	While enrolled as a full-time student at Andrews but not after graduation – AND while taking a classes directly connected to the CPT experience	After graduation

# 3. How CPT compares to other employment

Type of work permitted



# 3. How CPT compares to other employment

## Authorization process

On-campus Job	CPT	OPT
No formal authorization is needed as long as the student is in active F-1 status and is enrolled full time while school is in session	Authorized by a designated school official (DSO)	Authorized by U.S. Citizenship and Immigration Services (USCIS)

### 3. How CPT compares to other employment

#### Length of time granted

On-campus Job	CPT	OPT
Up to 20 hours/week when school is in session; more than 20 hours/week during school breaks	Both part time (up to 20 hours/week) and full time (more than 20 hours/week or more) are options	At least 30 hours/week required to maintain OPT status



# 4. How to be authorized for CPT

There are three steps to the authorization process as explained in the CPT Authorization Form, and all three steps must be completed before CPT authorization will show up on your SEVIS record and I-20.

# 4. How to be authorized for CPT

## STEP 1 (STUDENT)



# 4. How to be authorized for CPT

## STEP 2 (ACADEMIC ADVISOR)

The academic advisor completes this section:

- Course taken that is connected to CPT
- Employer name and address
- Name of supervisor
- CPT start and end dates
- Number of hours/week

# 4. How to be authorized for CPT

## STEP 3 (ACADEMIC ADVISOR)

The academic advisor completes this section:

- Site Letter from employer with corresponding dates
- Academic Advisor statement
- Academic Advisor name, title, contact information
- Signature and date

# 4. How to be authorized for CPT

The student must not start CPT without first having CPT authorized and stated on the I-20.

A DSO must receive both the completed CPT Authorization form and the Site letter to authorize CPT.

# **5. Answers to CPT FAQs**

## 5. Answers to CPT FAQs

What if my clinical, practicum, or internship is paid but on campus? What happens then?

*If it is up to 20 hours/week, you can claim it as on-campus*

## 5. Answers to CPT FAQs

Can I work in an on-campus student job while doing CPT?

*Yes – as long as you are not going over 20 hours/week in total for all jobs combined that you are doing.*

*For example, if you are doing part-time CPT (under 20 hours/week), you can work additional hours in an on-campus job up to 20 hours/week in total.*

## 5. Answers to CPT FAQs

What if the clinical, practicum, or internship lasts more than one semester?

*This can be OK, but you and your academic advisor must complete the CPT Authorization Form each semester to show which class is connected to the ongoing CPT.*

## 5. Answers to CPT FAQs

What if the clinical, practicum, or internship lasts more than one semester, but the connected class is required for only one semester?

*Authorization is possible on a case-by-case basis. If the academic advisor verifies one class is required but the off-campus training connected to the class extends beyond the semester the class is offered, authorization will be granted.*

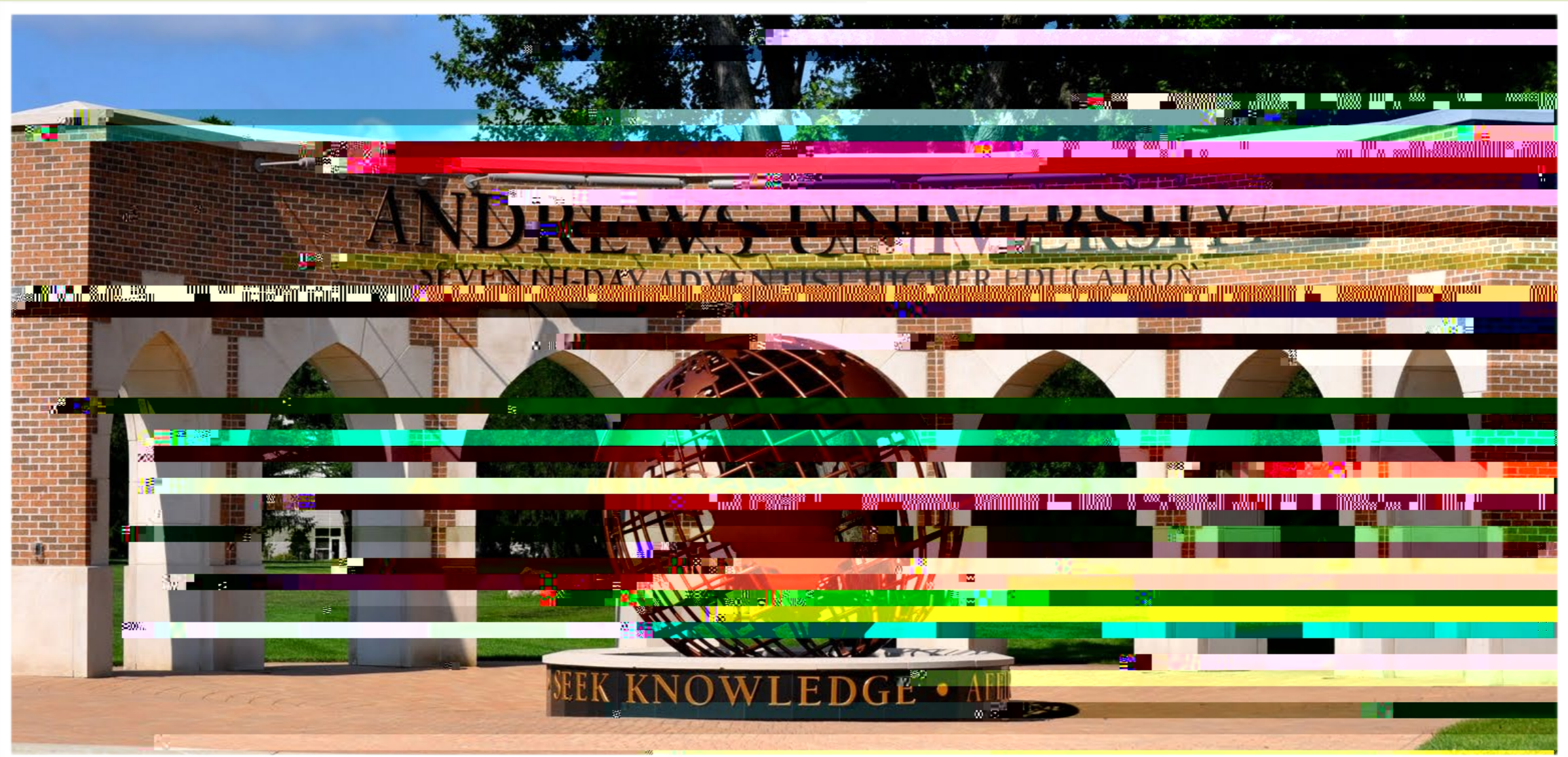
**NOTE:** *CPT will not be authorized for off-campus employment occurring BEFORE the class connected to CPT is offered.*



## 5. Answers to CPT FAQs

What if I have an off-campus employment opportunity that is related to my field of study and would be a great experience, but it is technically not required by or integral to my program of study?

*Authorization will most likely not be given – the federal regulations are very clear that CPT must, at all times, be integral to or required by the program of study.*





James White Library, Room 306

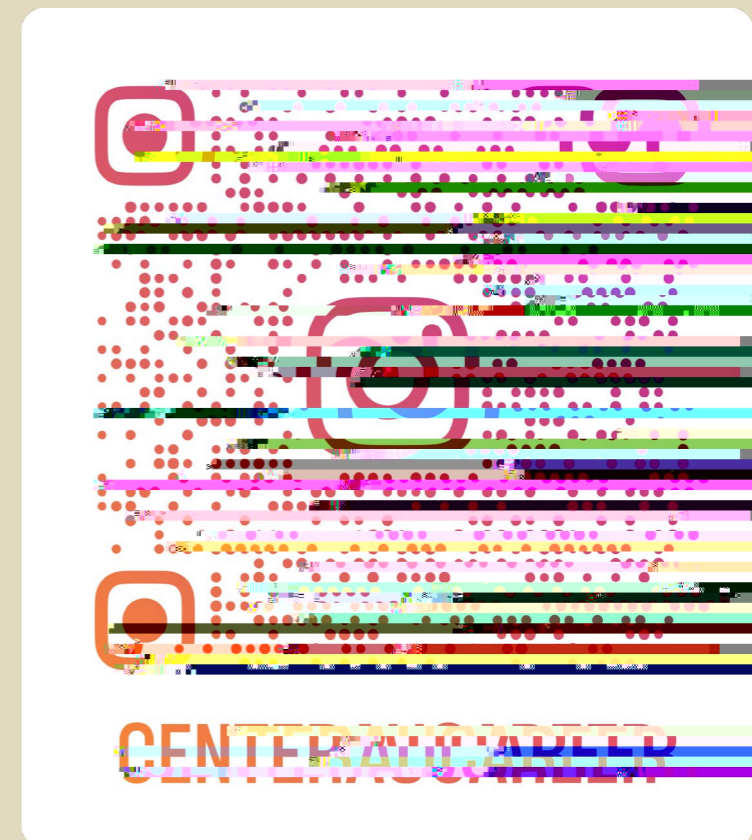
E: [career@andrews.edu](mailto:career@andrews.edu)

P: 269.471.6288

W: [www.andrews.edu/go/career](http://www.andrews.edu/go/career)

Virtual and in-person appointments  
available. Book via our website

Follow us on IG



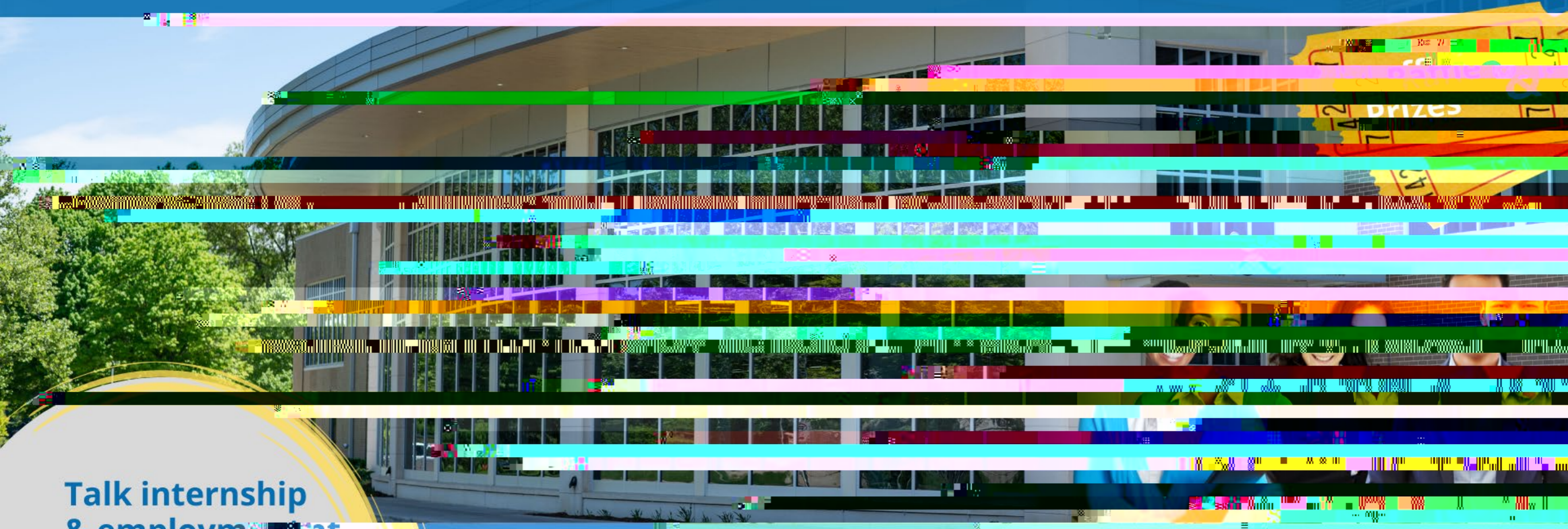
# Professional CAREER FAIR

FALL 2022

WEDNESDAY, October 4, 2022 — 11am - 1pm

ANDREW A. CUBEN TRADING CENTER

8750 W Campus Cir Dr, Denver Springs, CO



Talk internship  
& employment  
opportunities  
WITH BIG NAME  
BUSINESSES

All students are invited  
No student ID required



