

## CURRICULAR PRACTICAL TRAINING

*As with any F-1 benefit, student must maintain valid F-1 status to be eligible to work with any authorization permitted by U.S. Citizenship and Immigration Services (USCIS). Employment authorization is automatically voided if a student fails to maintain their F-1 status.*

Practical training regulations allow F-1 students to apply knowledge gained in the classroom to a practical work experience off-campus. There are two types of Practical Training: Curricular Practical Training (CPT) and Optional Practical Training (OPT). For information on OPT, please see [Optional Practical Training](#).

USCIS defines CPT as employment which is an integral part of an established curriculum, including alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Work authorization for CPT may be granted by [International Services](#) in the Center for Global Study and Engagement and does not require additional permission from USCIS.

### **Eligibility Requirements:**

CPT can be authorized for an F-1 student who has been lawfully enrolled on a full-time basis for at least one full academic year, if he or she can clearly document that the proposed *training employment constitutes an integral part of an established curriculum*. Therefore, the experience must be registered with the college:

1. **(Preferred option)** The training employment is registered through [Internship Notation Program \(INP\)](#) or [Research Experience Notation \(REXP\)](#). The INP is Dickinson's official program for recognizing an internship, and it runs in the fall, spring, or summer terms. The REXP runs in the summer and is different from INP in that the principal activity and focus of the research experience is original investigation designed to create new knowledge in a recognized field of inquiry. Arrangements for the experience and INP/REXP registration must be coordinated at the beginning of the experience; retroactive notations are not granted. *Students may pursue/register only one internship experience per term.*
2. The training employment is connected to an independent study that **will result in the awarding of academic credit**. You must be registered for the course during the period that you are working under CPT authorization. Please note that tuition and fees apply for this option; you must find a Dickinson faculty supervisor and submit the Special Course Options Form to the Registrar's Office.

### **CPT may be authorized in the following ways:**

**Part-time CPT:** Employment for 20 hours or less per week while you are enrolled in classes is considered part-time CPT. CPT authorization is endorsed on page 2 of the I-20 and specifies that permission is limited to no more than 20 hours per week for a specific employer. CPT cannot be authorized for more than 12 months unless it is required for the program of study.

**Full-time CPT:** Employment for more than 20 hours per week is considered full-time CPT. CPT authorization is endorsed on page 2 of the I-20 and specifies that permission for full-time employment is granted for a specific employer. CPT cannot be authorized for more than 12 months unless it is required for the program of study. If you participate in 12 months or more of full-time CPT you will not be eligible to participate in any OPT.

## **Application and Authorization Procedures for CPT:**

1. Contact Amity Fox ([foxa@dickinson.edu](mailto:foxa@dickinson.edu)) with details about your experience to determine eligibility for INP/REXP or independent study. Ideally, email a copy of the employer's offer letter (on employer letterhead) indicating position duties and responsibilities, dates of employment offered, and payment information.
2. Submit registration for INP/REXP or independent study; forward electronic confirmation of registration AND employer letter to Sonja or Luis.
3. Meet with [International Services](#) for evaluation for your eligibility for CPT and the proposed employment opportunity. If determined that both you and the job meet the eligibility requirements, you will be granted authorization to work under CPT.

### **Bring the following documents to your appointment:**

1. your original I-20 and all previous I-20 forms
2. your completed *Request for CPT Application Review* form (below)
3. letter of employment from employer on employer letterhead indicating position duties and responsibilities and dates of employment offered.

After reviewing these documents to confirm your eligibility, International Services will approve your request and endorse your SEVIS I-20 record with authorization for the requested period of part-time or full-time CPT. You will be given an updated I-20.

**The dates of your employment authorization will be specified on page 2 of your I-20 and you may not begin before or continue after the approved period.** If you wish to change or extend these dates, you must first apply to International Services and be granted an extension of your permission to work and confirm changes with the Internship Program office. If you fail to maintain F-1 status, your work authorization is voided and any continuation of employment while failing to maintain F-1 status may constitute illegal employment, which renders you out of status.

## **Other Important Considerations**

### **Social Security Numbers**

If you plan to work in the US, you will need a valid [Social Security Number](#).

### **Taxes**

In general, F-1 students who have been in the US for 5 calendar years or less are exempt from Social Security and Medicare taxes (also known as FICA). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. You are subject to all other taxes that may apply, including federal, state, and local tax.

### **Employment Eligibility Verification**

Within the first three days of beginning employment in the US, all newly hired employees and their employers must complete USCIS [Form I-9](#), Employment Eligibility Verification. This form should be provided by your employer and must be updated each time you receive a renewal of your work permission.

### **Failure to comply with Employment Regulations**

It is your responsibility to comply with all immigration regulations that govern F-1 students, including employment regulations. Working without the proper authorization is a serious violation of your student status. If you fail to comply with your responsibilities, you may be ineligible for benefits normally granted to F-1 students and, on some situations, subject to deportation. Prior to accepting any employment in the US, you should consult [International Services](#) if you have any questions.

## REQUEST FOR CPT APPLICATION REVIEW

Name (LAST, First): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Major(s) or intended major: \_\_\_\_\_

**\* CPT may only be authorized within your major (curriculum)\***

Dates requested (must match offer letter and dates on INP/REXP registration):

From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of hours per week requested:

\_\_\_\_\_ Full-time

\_\_\_\_\_ Part-time (no more than 20 hours per week)

Previous dates of authorized CPT Employment: \_\_\_\_\_

Previous dates of authorized OPT Employment: \_\_\_\_\_

Statement of understanding:

- I have maintained valid F-1 status since I began my study at Dickinson College. I understand that I remain in good F-1 visa standing while using CPT and must continue to follow all relevant regulations to maintain F-1 status.

\_\_\_\_\_  
*Student's signature*

\_\_\_\_\_  
*Date*