

Curricular Practical Training (CPT)

International Education & Programs
SUNY Potsdam

New November 2008



F1 Status = STUDENT Status

- Employment opportunities are limited for students on F1 status for two reasons:
 1. Primary purpose for being in the U.S. is to study, not to work
 2. The I-20 document was issued based on the financial statement that indicated you, your family, or sponsor had financial means to pay for your education



Employment Opportunities for F1 Students

- There are two types of employment options:
 1. **On-campus:** No application or approval process from Department of Homeland Security (DHS) or United States Citizenship and Immigration Services (USCIS)
 2. **Off-campus:** may require DHS/USCIS approval, depending on type of practical training [Curricular Practical Training (CPT) or Optional Practical Training (OPT)]



Off-campus Employment:

Definitions

- Working at a job site not directly affiliated with SUNY Potsdam campus
- Working “in exchange for any type of compensation” e.g. credits, money, books, meals, ride to and from work site, clothing, school supplies
- Off-campus employment includes volunteer experiences and unpaid internships, especially those experiences you may wish to list on a resume (listing such experience on resume without authorization may appear to be illegal work)



Curricular Practical Training (CPT)

- Must have completed one full academic year (two semesters) as a full-time student to be eligible unless course of study **requires** an internship within first two semesters of study
- Internship or practicum is “an integral part of an established curriculum”
 - i.e. all students in major must complete experience to graduate; must have a course number and student must be registered for course at same time of experience/employment; registered credit = paying tuition = paying to work



CPT continued -

- CPT must be related to student's major
- How many hours can I work while on CPT?
 - 20 hours or less per pay period while school is in session
 - Total hours worked between on-campus employment and CPT **cannot** exceed 20 hours rule
 - Full time during official school breaks
 - Special exception for full-time CPT while class is in session when required by academic department



CPT continued -


- Experience must be “on the books” with Experiential Education Office – paperwork completed with EEO
- No limit to the number of CPT authorizations; however if authorized for full-time CPT for one year or more, student will NOT be eligible for OPT
- Academic Advisor MUST make a recommendation and sign CPT Advisor form before CPT approval
- Student MUST have a job and job offer letter including address of job site, dates of employment, and the anticipated number of job hours per week
- CPT approval process and authorization **must** be completed BEFORE start date of CPT experience

PLAN AHEAD!



F1 Status and Employment in U.S.

- F-1 students should not pay social security, Medicare, or unemployment taxes on wages earned.
 - However, students must pay other state and federal taxes.
 - Inquire with human resources or payroll office of employer regarding tax treaties in place between your home country and the U.S.
- Students must file state and federal tax returns each year if earnings for the year exceed determined minimums.



F1 Status and Employment in U.S. continued -

- Do NOT work off-campus without IEP or USCIS approval – ask IEP BEFORE working!

PLAN AHEAD!!



Thank You for attending!

Please feel free to contact:

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