International Student Services Workshop
Curricular Practical Training (CPT)

What is Curricular Practical Training (CPT)?
• CPT is temporary employment authorization for F-1 students to gain practical experience in jobs directly related to their major area of study while current students
• CPT is granted by school and based on degree requirement and/or course requirement
• CPT authorized by school for specific employer, specific dates corresponding with quarter of course enrollment for internship class or degree requirement
• part-time CPT (less than 20 hours per week) does not affect OPT
• full-time CPT (more than 20 hours per week) cannot be more than 12 months cumulative between F-1 programs or will be ineligible for OPT

Other Off-Campus Work Authorizations for F-1 Students
• On-campus: 20 hours/week while class in session, no limit on breaks
• International Organization
• Severe Economic Hardship

These other categories of work do not affect eligibility for CPT or OPT.

• Optional Practical Training (OPT) can be used pre-completion as well for a summer internship or while you are taking classes. You will need to have been a full time student for 3 quarters to be eligible for OPT, and you should plan to apply at least 3 months in advance of when you want to work. Time you use pre-completion for OPT will be deducted from your total OPT allowance to use after graduation. You receive 12 months of OPT for each educational level.

Unpaid internships
Work authorization is not required if the internship is a bona fide (true) unpaid internship. A job qualifies as unpaid if it meets the following criteria:

1) the position was advertised as unpaid;
AND

2) another worker with work authorization would not be paid do this internship.

In this case, you can do as many unpaid internships as you like and you do not have to get work authorization. Always ask ISS if you have any questions.

If you are getting course credit for your unpaid internship, you may want to still use CPT authorization to document your experience. Talk to your International Student Advisor for more details.

Eligibility Requirements at UW Tacoma
1. Present in the U.S. in valid F-1 status at the time of application; and
2. Registered full-time for at least one academic year (3 quarters) in a valid status that permits study at the time CPT* will begin (can apply before finish 3 quarters).
   *note can start earlier only for degree requirement CPT
3. Registered for a credit-bearing internship class
What kinds of courses qualify for CPT?
- Required practicum (such as Masters of Accounting TACCT 601 Internship)
- Business: TBUS 468 http://www.tacoma.uw.edu/node/20705
- Institute: TCSS 497 http://www.tacoma.uw.edu/institute-technology/internships
- IAS & PPE: TPOLS 49, TESC or TIAS 496 http://www.tacoma.uw.edu/interdisciplinary-arts-sciences/internships-undergraduate-level
- For all IAS majors, the following website will aid you in your search for internships: http://www.tacoma.uw.edu/interdisciplinary-arts-and-sciences/find-internship

How to apply for CPT:
1) find internship
2) sign up for internship course
3) have employer complete offer letter following template
4) complete CPT request form & have academic adviser complete Step 2 of form
5) make appointment with International Student Advisor to turn in offer letter, CPT request form, and get new I-20 with CPT authorization

Note on CPT dates:
CPT is usually only approved within the quarter that you are taking a class. This can include the break (spring break, or winter break). For example, a spring quarter internship can start on the first day of spring break and end on the last day before summer session. Unless you sign up for a class in the next quarter, the internship usually does not go into the following quarter.

If you have a CPT opportunity which does not fall exactly in one quarter, please speak with your International Student Advisor directly.