

# F-1 Curricular Practical Training Seminar

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Syracuse University  
Center for International Services

# Curricular Practical Training (CPT)

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A training experience (Internship, Practicum, Field Experience, etc.) that occurs off campus that is either:

- required of all candidates for a degree-must be stated in the program description
  - no registration required
- integral to your degree program
  - must register for a course (e.g., Internship, Practicum, Experience Credit, etc.) for at least 1 credit hour
- dissertation research
  - doctoral student who must engage in off-campus work to complete research necessary for a dissertation
  - must register for GRD 998 and/or a department-specific dissertation credit and file a [Certificate of Full Time Status](#)

# Curricular Practical Training (CPT)

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- CPT is permission to be off campus for the training/course:
  - at a specific location
  - from a specific date to another specific date
  - for 20 hours per week or less (part-time) or more than 20 hours per week (full-time)
- The training experience must be arranged before you apply for CPT

# Curricular Practical Training (CPT)

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- Must be directly related to your major field of study indicated on your I-20
  - Cannot be in a minor field of study
  - Cannot be in a previous field of study if different than your current major field of study
- Only available prior to degree completion-for an Internship after you complete your degree you must apply for Optional Practical Training (OPT)
- Must be authorized by the Center for International Services on a new I-20
- May be paid or unpaid

# Who is Eligible for CPT?

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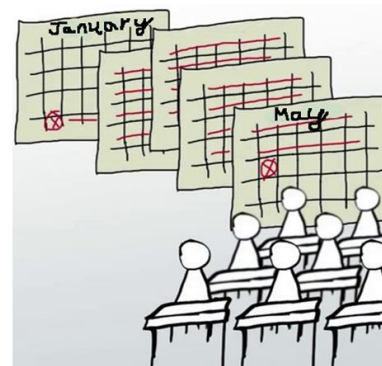
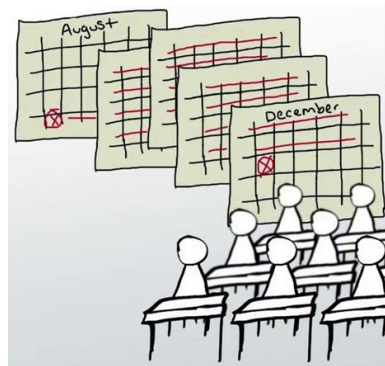
CPT is a benefit of F-1 status

- You must currently be in lawful F-1 status-you must be physically present in the U.S. when you file your application for CPT
- J-1 students are not eligible for CPT but are eligible for Academic Training
- J-2s, H-4s, L-2s, etc. are not eligible for CPT but may have other employment authorization

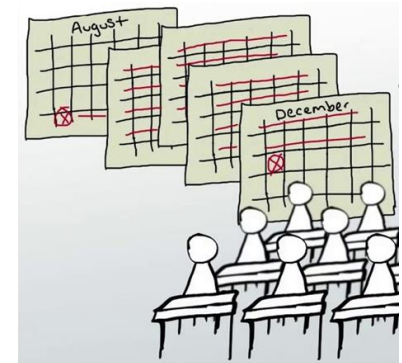
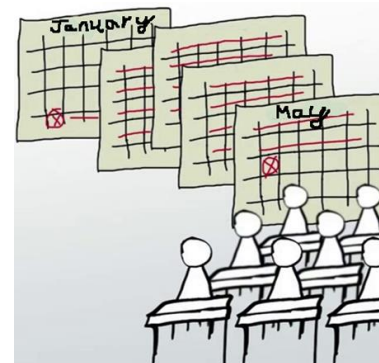
# Who is Eligible for CPT?

You must have been a full-time student for at least one academic year (Fall and Spring or Spring and Fall)

- Exception: if you are in a graduate program requires the internship in the first year of study
- no time spent in an English language program counts toward this one year full-time requirement
- time as a full-time student in another immigration status (H-4, L-2, J-2, etc.) does count toward the one year full-time requirement



OR



# How Much CPT am I Eligible For?

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- There is no regulatory limit to how much CPT you are eligible for
- It is based on your curriculum
- You may participate in as much CPT as your degree program will allow and your department will recommend
- If your curriculum allows you to do multiple internships, you may be authorized for CPT multiple times
  - Must submit a new CPT request for each semester including summer session(s).

# What is Part-time CPT vs. Full-time CPT?

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- Part-Time: 20 hours or less per week
  - If your Internship is up to 20 hours per week, you will be authorized for part-time CPT
- Full-Time: More than 20 hours per week
  - If your internship is more than 20 hours per week, you will be authorized for full-time CPT



# Does CPT Affect My Eligibility for OPT?

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- CPT is never deducted from OPT; you can use CPT and OPT
- HOWEVER, if you are authorized for one year of full-time CPT, you will not be eligible for any OPT
- You can use as much part-time CPT and “up to 364 days” of full-time CPT and still be eligible for OPT
  - USCIS is closely examining extended periods of full-time CPT authorization

# Do I need to be registered at the time I do my Internship?

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- CPT is for an Internship/Practicum/Field Experience that is part of your curriculum
  - you are registered for a Fall Internship or a Spring Internship or a Summer Internship
- CPT is authorized by semester
  - For example: If you are requesting CPT in the Fall semester, you must be registered for a Fall Internship/Practicum/Field Experience

## Must My Internship Begin on the Beginning Date of the semester and End on the end date of the semester?

- Participation in CPT may begin after the last day of the previous semester of registration
- CPT must end before the first day of the following semester of registration
- For example: Summer CPT cannot begin until after the Spring semester ends and must end before the Fall semester starts-have to look at the [Academic Calendar!](#)

The image displays a four-month academic calendar from May to August. The calendar is organized into a grid with days of the month. Two specific dates are highlighted with red circles: the 5th of May and the 15th of August. The 5th of May is circled in the second row, fourth column of the May calendar. The 15th of August is circled in the fourth row, first column of the August calendar. The calendar also shows various holidays and breaks throughout the period.

# Must My Internship Begin on the Beginning Date of the semester and End on the end date of the semester?

## 2024

## 2025

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

You must be registered in the semester that your CPT is approved for HOWEVER,

- Fall CPT can begin after the Summer session ends; must end before the Spring semester begins
- Spring CPT can begin after the Fall semester ends; must end before the Summer session begins
- Summer CPT can begin after the Spring semester ends; must end before the Fall semester begins

# Full-time Enrollment During CPT

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- **If applying for CPT in Fall or Spring semester, you must maintain your full-time enrollment**
- **Undergraduate Students:**
  - Must be registered for 12 credit hours unless
  - If it is your last semester and fewer than 12 credits are required to graduate
    - Must file a Last Semester Memo with the Center for International Services
- **Graduate Students:**
  - Must be registered for 9 credit hours OR
  - File a Certificate of Full-Time Status with the Registrar's Office (copy to Center for International Services); or
  - If it is your last semester and fewer than 9 credits are required to graduate
    - Must file a Last Semester Memo with the Center for International Services

# I-20 Extensions

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Because the internship must be integral to the program of study for CPT purposes:

- The duration of an I-20 should provide sufficient time to complete the academic degree for which it was issued
- You must plan your program of study to include time for your internship without requiring an extension of your program
- Participation in CPT should not delay your program completion
- An I-20 will not be extended to continue working on CPT unless the Internship/Practicum/Field Experience is required for the degree

# CPT Application Process Overview

To get here from our website > Immigration Status > Employment > Curricular Practical Training (CPT) – F-1 > How to Apply for CPT

## How to Apply for CPT

+ Step 1: Secure an Internship, Practicum or Field Experience

+ Step 2: Obtain a CPT Recommendation Letter from Your Academic Department

+ Step 3: Register for the Corresponding Course (If Required)

+ Step 4: Complete the CPT Request in the International Student and Scholar Portal

# STEP 1: Secure an Internship/Practicum/Field Experience

- Secure an internship/practicum/field experience and save a copy of your internship off/placement letter. You will submit this letter with your application
- The letter should include:
  - Location
  - beginning date and ending date
  - number of hours

**Company/Organization Letterhead Stationary**

November 15, 2015

Ms. Mary Student  
MIT  
Cambridge, MA 02139

Dear Mary,

We are very pleased to offer you the position of Intern this summer with XYZ, Inc. Please find the following confirmation of the specifics of your internship:

Position Title: Summer Intern

Start Date: June 1, 2016

End Date: August 16, 2016

Number of Work Hours Per Week: 20 hours per week

Salary/Stipend: Your salary for the internship will be \$15.00 per hour

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith's may be contacted by phone (xxx-xxx-xxxx) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Developing online marketing resources (webpages, videos, slideshows) for products
- Create sales presentations and surveys for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Office Location: You will be working in our branch office at 100 Main Street, Cambridge, MA 02139.

Should you have any questions regarding the specifics of your internship, please contact me by phone (xxx-xxx-xxxx) or by email ([xxxx@xyz.com](mailto:xxxx@xyz.com)).

Sincerely,

Susan Smith  
Internship Coordinator, Human Resources  
XYZ, Inc.



# STEP 2: Obtain a CPT Recommendation Letter from your Academic Department

- Obtain a Recommendation Letter from your department printed on departmental letterhead
- You will need to Upload this letter to your request for CPT Authorization
- Do NOT ask your department to send it to the Center for International Services

## Sample Advisor's Letter for Curricular Practical Training

DEPARTMENTAL LETTERHEAD

### MEMORANDUM

**TO:** Slutzker Center for International Services

**FROM:** Name  
Title

**RE:** Recommendation for Practical Training  
for *(name of student)*

**DATE:** Current Date

**SIGNATURE:**

This memo is written to confirm that the above named student is a full-time (*undergraduate/graduate*) student in the Department of (*Program of Study*) expecting to complete a (*Bachelor's/Master's/Doctoral*) degree by (*Month, Day, Year*). It is an integral (not required) / required / required for dissertation research part of this degree program that the student engage in (*an internship, practicum, field experience, professional practice, etc.*). I have discussed the student's plan to participate in this training and believe it to be a useful and integral academic experience.

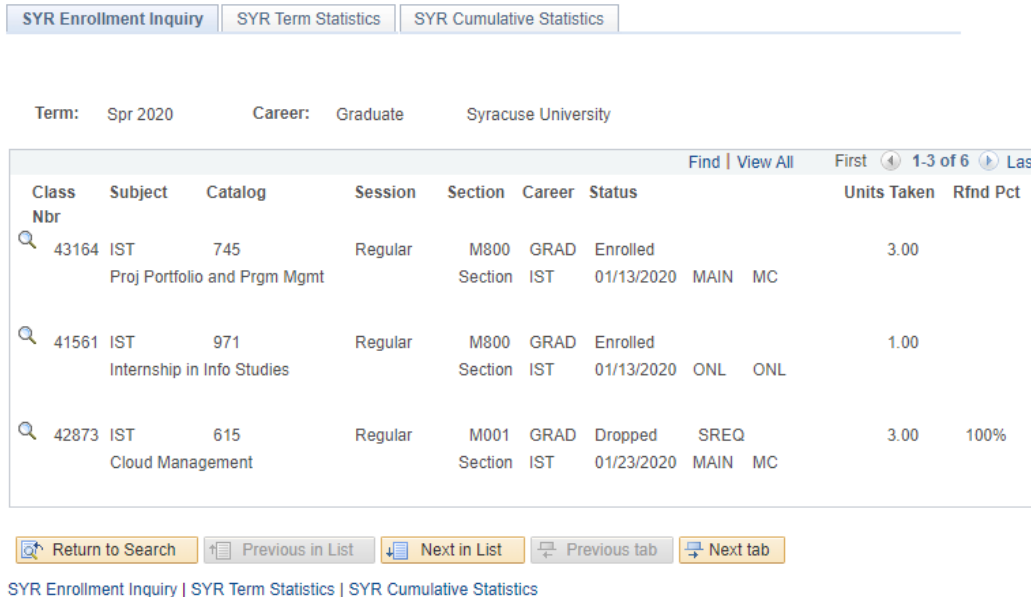
The following information must be included:

Student's title  
Employer's name and exact street address  
Exact beginning and ending date of experience  
Number of hours student will be engaged in experience  
Course number, number of credits to be received, faculty member supervising, and semester of registration for this supervised work experience.

I recommend that the student participate in this experience and verify that it is an integral (not required) / required / required for dissertation research part of (*his/her*) curriculum.

## STEP 3: Register for the Corresponding Course (If Required)

- If you are applying for CPT that is integral to your degree or required for dissertation research register for the corresponding course as indicated in your department recommendation letter.
- CPT applications will not be processed if you are not yet registered for the corresponding course.



The screenshot shows the MySlice Enrollment Inquiry interface. At the top, there are tabs for "SYR Enrollment Inquiry", "SYR Term Statistics", and "SYR Cumulative Statistics". Below the tabs, the user's session information is displayed: Term: Spr 2020, Career: Graduate, Syracuse University. A table of enrollment records is shown, with columns for Class Nbr, Subject, Catalog, Session, Section, Career, Status, Units Taken, and Rfnd Pct. The table contains three rows of data. Below the table, there are navigation buttons: "Return to Search", "Previous in List", "Next in List", "Previous tab", and "Next tab". At the bottom, there is a breadcrumb trail: "SYR Enrollment Inquiry | SYR Term Statistics | SYR Cumulative Statistics".

Class Nbr	Subject	Catalog	Session	Section	Career	Status	Units Taken	Rfnd Pct
43164	IST Proj Portfolio and Prgm Mgmt	745	Regular	M800 Section	GRAD IST	Enrolled 01/13/2020 MAIN MC	3.00	
41561	IST Internship in Info Studies	971	Regular	M800 Section	GRAD IST	Enrolled 01/13/2020 ONL ONL	1.00	
42873	IST Cloud Management	615	Regular	M001 Section	GRAD IST	Dropped 01/23/2020 SREQ MAIN MC	3.00	100%

Take a screenshot of your MySlice record showing you are registered for the corresponding course. You will upload this screenshot to your request for CPT authorization.

# STEP 4: Complete the Curricular Practical Training Request in the ISSS Portal

1. Log in to the International Student and Scholar (ISSS) Portal through MySlice.
2. Go to the Student Request Center.
3. Find the Curricular Practical Training (CPT) Request.
4. Complete the Questionnaire.
5. Upload the Required Documents:
  - Advisor's Recommendation Letter
  - Internship, Practicum, Field Experience Offer Letter
  - Proof of Enrollment
  - [Most recent I-94](#)
6. Read the Next Steps and Confirm.
7. Submit Request.

The screenshot displays the 'International Student/Scholar' portal interface. At the top, there is a navigation menu with the following items: '- Curricular Practical Training (CPT) Request', '- Curricular Practical Training', and '- Curricular Practical Training'. Below the menu, there is a 'Document Upload (File Upload) Required' section. The user profile section shows the following information: Name: [Redacted], Visa Type: F-1, Student ID: [Redacted], and SEVIS ID: [Redacted]. A 'Change Picture' button is located below the profile information. The main content area features a large heading 'Curricular Practical Training (CPT) Request' and a brief instruction: 'To submit a request for CPT authorization, you must first complete the request form and upload the required documents. Once your request is submitted an advisor will review your request and issue an I-20 is available for you.' A progress indicator at the bottom shows three steps: 1. Welcome to the International Student and Scholar Portal!, 2. Personal & Program, and 3. Student Request Center. The third step is currently active. Below the progress indicator, there is a paragraph of text: 'Through this portal you will be able to view your immigration profile as it appears in the Student Exchange Visitor Information System (SEVIS). You can access documents related to your immigration status and submit requests for immigration benefits. You will need to refer to the [Center for International Services website](#) for detailed information. Immigration related information is located under the immigration status tab.' Another paragraph of text follows: 'If your personal or contact information in your profile is incorrect, you will need to edit this information in the Personal Profile tile in your MySlice request center. If your program or dependent information is incorrect please visit the Center for International Services during walk-in advising hours, Monday through Friday 11am to 3pm, or email [international@syr.edu](mailto:international@syr.edu).' A red arrow points to the 'Student Request Center' step in the progress indicator.

# Downloading your CPT I-20 from the ISSS Portal:

- Within 3-5 business days you should receive an email that your CPT I-20 has been processed and is available in the ISSS Portal.
- Steps to retrieve your I-20:
  - Go to the ISSS Portal
  - Navigate to the Student Request Center
  - Find the documents section
  - Download, print and sign your I-20

The screenshot displays the ISSS Portal interface. At the top, it says "International Student/Scholar" with a globe icon. Below this is a user profile section with a placeholder for a picture and a "Change Picture" button. The profile information includes:

Name:	Educati
Visa Type: F-1	Campu
Student ID:	Progra
SEVIS ID:	SEVIS :

Below the profile is a "Documents" section with a table of uploaded files:

Document Name	Document Type	Uploaded On	Uploaded By	Request
<a href="#">CPT I-20.pdf</a>	Current I-20	11-29-2023	Mary Idzior	

# CPT Authorization

Your CPT Authorization will be on Pg. 2 of your I-20. Make sure to review the information to ensure it is correct.

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: NO. (F-1) NAME:**

### EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	05 SEPTEMBER 2023	08 DECEMBER 2023
CPT	FULL TIME	APPROVED	16 JANUARY 2024	26 APRIL 2024

### EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	05 SEPTEMBER 2023 - 08 DECEMBER 2023		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Midtronics Inc	05 SEPTEMBER 2023	08 DECEMBER 2023	Chicago, IL

TYPE	AUTHORIZATION DATES		
CPT	16 JANUARY 2024 - 26 APRIL 2024		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Midtronics	16 JANUARY 2024	26 APRIL 2024	Willowbrook, IL

# When Can I begin working?

In order to begin “working”: You must have CPT approval and it must be the day of or after the CPT authorization start date

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: NO. (F-1) NAME:**

**EMPLOYMENT AUTHORIZATIONS**

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Midtronics	16 JANUARY 2024	26 APRIL 2024	Willowbrook, IL

# Can I end my CPT early or change internships on CPT?

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Yes, if any of these situations occur, please contact the Center for International Services

You will need to obtain documentation from your department:

- that your internship has ended
- that you have been recommended for a different internship

# I-9s, Social Security and Taxes

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- **I-9:** All employees in the U.S. must complete an I-9 Employment Eligibility Verification Form with their employers within 3 days of starting employment.
- **E-verify:** Some employers participate in an electronic verification of identity and employment eligibility; this is not yet required by law
- **Social Security:** Employment in the U.S. requires a Social Security Number (SSN). If you do not have an SSN, you may apply for a SSN once your CPT has been authorized and the start date is within 30 days
- **Taxes:** See IRS [Publication 519](#), US Tax Guide for Aliens.
  - **Social Security and Medicare Taxes:** Typically, non-resident F-1 students with authorized CPT are exempt from Social Security (F.I.C.A) and Medicare taxes as long as you continue to declare non-resident status for tax purposes.
  - **Income Taxes:** Federal, state, and local taxes will be withheld from your paycheck by employers unless you qualify for a tax treaty exemption. (More information also available at the IRS website)



# Can I Travel Outside the U.S. While on CPT?

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**You remain in F-1 status while Authorized for CPT**

Requirements for travel are the same

- Valid Passport
- Valid F-1 visa
- I-20 signed for Travel on Page 2 within the last 12 months

# Immigration Status After F-1 Status

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**Wednesday, October 23, 2024**

3:30 pm

Room 114, Peter Graham Room

Bird Library

Andrea Godfread Brown, Berardi Immigration Services

**Watch the Center for International Services Newsletter for Updates!**