

# CURRICULAR PRACTICAL TRAINING (CPT) RULES & REGULATIONS

## WAKE FOREST INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

### PURPOSE OF CPT

Curricular Practical Training is a form of work authorization for F-1 visa holders that are still pursuing their degree. The purpose of CPT is to allow students to get practical training in their field of study. CPT allows students to pursue off-campus internships/practical training opportunities in the United States provided it is:

- ❑ Academically related to the student's major program of study OR related to a class that requires an internship in which the student is enrolled as a part of their program of study.

*Example: Student is pursuing an Accounting degree. Student takes a course in Marketing that will count towards their Accounting degree that requires an internship. Although the marketing internship is not in itself directly tied to Accounting, because the class necessitates participation in an internship, the student may pursue an internship in Marketing.*

- ❑ The internship is required for all students pursuing the degree OR the student is receiving academic credit for the internship opportunity. NOTE: the course for which a student is receiving credit must be a course that is designated for internships in a WFU course bulletin.
- ❑ CPT can be authorized for either part-time or full-time training. Part-time CPT is capped at 20 hours/week. Full-Time CPT carries no limit on work conducted.

### ELIGIBILITY FOR CPT

In order to obtain authorization for CPT, an F-1 student must meet the following requirements:

- ❑ Student must have been lawfully enrolled in a full course of study for at least 9 months. (Exception: Graduate students whose academic program requires all students in that degree program to perform an internship before the required 9-month period.)
- ❑ Student must be residing in the U.S. in legal, F-1 status.

### UNPAID INTERNSHIPS & INTERNSHIPS OUTSIDE OF THE U.S.

Unpaid internships may still be considered employment by the Department of Labor. Employers can determine whether their proposed practical training opportunity meets the definition of employment by using the Fair Labor Standards Act (FLSA) guidelines on unpaid training located here: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>. If the training opportunity would constitute employment according to the FLSA, student will need CPT approved before beginning internship/training opportunity.

If the internship/training opportunity is taking place outside of the U.S., no CPT approval is necessary.

### DATES OF APPROVED PERIODS OF CPT

The dates of the internship must be concrete. Employment may not begin before the approved CPT start date. Employment may not continue beyond the CPT end date. For each semester a student pursues CPT, a new CPT approval must be issued. Employment outside of the dates of CPT approval is considered unauthorized employment. Unauthorized employment carries the following consequences:

1. Wake Forest will have to terminate my F-1 SEVIS record and student may have to exit the U.S. or attempt reinstatement if they qualify for it
2. Student may be refused re-entry to the U.S. based on unauthorized employment
3. Student may be denied future employment based visas or permanent residence in the United States

# CPT NEXT STEPS

## WAKE FOREST INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

### APPLICATION PROCEDURES

To be approved for CPT, the student must submit an application for CPT to the ISSS for review. Applications are not guaranteed to be approved if they do not meet the criteria for CPT. Employment CANNOT begin unless the CPT application has been approved and the dates of CPT approval are current.

#### STEP 1: GATHER DOCUMENTS

##### ☐ CPT Advisor Consent Form

Download the form from [global.wfu.edu/iss/employment/cpt](http://global.wfu.edu/iss/employment/cpt). The student's academic advisor/program advisor must sign this form attesting to the student's course enrollment and academic necessity for pursuing the internship/training opportunity.

##### ☐ Employment Offer Letter

The employment offer letter should contain all of the following details\*:

- ☐ Dates of employment (these must be specific dates)
- ☐ Employer Name
- ☐ Employer Address (where you will be conducting the work)
- ☐ Position Title
- ☐ Position Duties
- ☐ Hours/week

*\*NOTE: If these details are not in the letter itself, a supplemental email from the intended supervisor outlining the missing details can be accepted in addition to the original offer letter.*

#### STEP 2: SCHEDULE A MEETING WITH A DESIGNATED SCHOOL OFFICIAL (DSO)

- ☐ Call the front desk of the Center for Global Programs & Studies: 336.758.5938
- ☐ Request a CPT appointment with an ISSS advisor. Please reference "CPT" explicitly in requesting the appointment.

#### STEP 3: APPLICATION REVIEW

The DSO will review the CPT application. If approved, the DSO will input the internship details (employer name, employer address, and dates of approved employment) into the SEVIS system. A new Form I-20 will be produced. Page 2 of the new Form I-20 will contain the CPT approval information including employer information and dates of approval.

### SOCIAL SECURITY NUMBER (SSN)

If the internship/training opportunity is paid and the student does not already have a Social Security Number (SSN), the student will need to apply for one. Please review information on how to apply at: <http://global.wfu.edu/iss/ssn/>

### EFFECTS OF CPT ON OPTIONAL PRACTICAL TRAINING (OPT) POST-GRADUATION

OPT is not affected by CPT use unless a student uses more than 12 months of full-time CPT during the course of study. If a student uses more than 12 months of full-time CPT, the student is ineligible to pursue OPT.