

A high-angle photograph of a person with dark skin, wearing a black and white horizontally striped long-sleeved shirt, sitting at a light-colored wooden desk. Their hands are on a silver laptop keyboard. The laptop is open, and its screen is visible. To the right of the laptop, there is a small white object, possibly a eraser or a small container, and a black smartphone resting on a small wooden stand. The background is slightly blurred, showing more of the desk and some papers.

# **CURRICULAR PRACTICAL TRAINING**

*What you need to know!*

**OIS - Office of International Student & Immigration Services**

**[ois@howard.edu](mailto:ois@howard.edu)**

*Changes are coming!*





## ***Warning: Unauthorized Work***

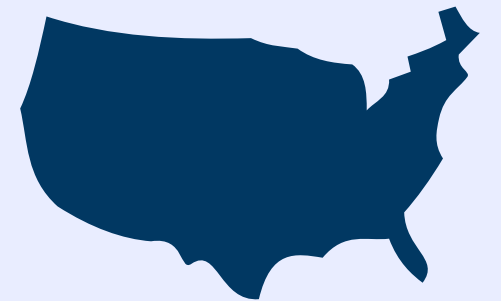


- If you are found working without authorization, **your SEVIS record may be terminated.**
- “Unauthorized work” is one of the most severe reasons to be terminated, and can impact any future visa applications to the US.
- When it comes to employment as an F1 student, **always proceed with caution!**

# ***F-1 Employment 101***



***An F1 student can work...***



**ON CAMPUS**

***Does not require  
work authorization.***

**OFF CAMPUS**

***Does require work  
authorization.***

*You can only work 20hrs a week during the semester.*



*yes. you can!*



***What about off-campus unpaid  
internships?***

***Even off-campus unpaid internships require CPT authorization!***




# ***CPT: What is it?***

- **Temporary employment authorization for F-1 students**
  - Approved on a semester basis!
    - Fall (Aug 22 -Dec 22) *\*part time only\**
    - Spring (Jan 7- May 15)*\*part time only\**
    - Vacation: Summer (May 16 - Aug 21) | Winter (Dec 23 - Jan 6) *\*full-time okay\**
- **Must be integral to your program of study**
- **Allows off-campus work during your program**
- **Requires prior authorization from OIS**



# *Types of CPT*

- **Required CPT**
  - Mandatory part of degree program
  - e.g., co-op/internship/practicum listed in curriculum
- **Non-Required CPT** 
  - Not required but still integral to coursework
  - Tied to a specific course that must be part of your major program

# ***Non-Required CPT?***

## **Example: Ana the Art History Major**

- There is no internship requirement for Art History
- Ana is taking a course on museum history this Fall (MUS101).
- She applies for and gets an internship with the Smithsonian.
- She can link her internship responsibilities to what she's learning in the course.

**She can apply for Non-Required CPT**



***What about online courses? Do they  
qualify for NR CPT?***



***Can one course be used for multiple CPT applications?***



# ***Course Registration & Non-Required CPT***

During the Fall and Spring semester, you must **be enrolled in the course during the same semester** that you will complete the off-campus training.

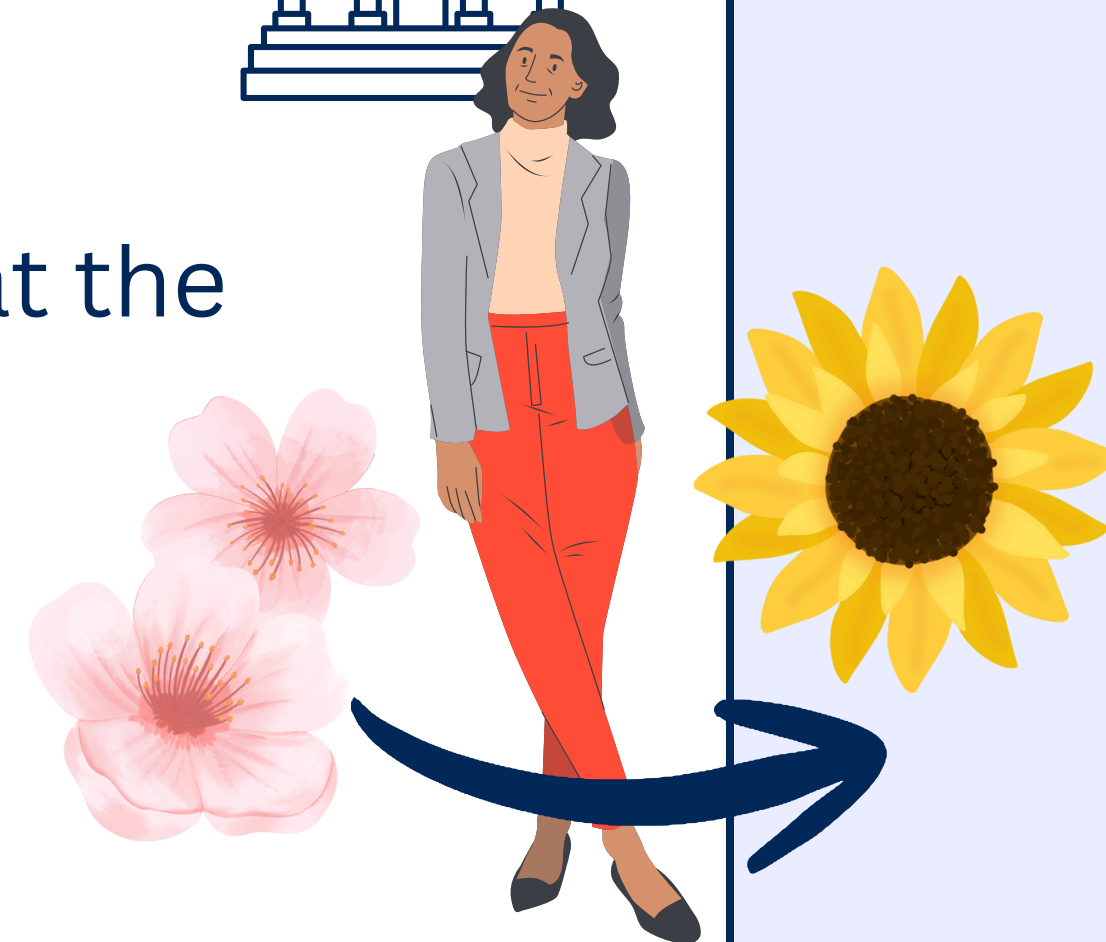
During vacation periods (Winter and Summer), you can use **a course that you were enrolled in during the previous semester, or will enroll in the following semester.**



# ***Non-Required CPT?***



## **Example: Ana the Art History Major**

- Ana takes MUS101 in Spring 2016
- She uses MUS101 for CPT for Spring 2026
- Her manager offers to extend her internship at the Smithsonian over the summer.
- She uses MUS101 for CPT for Summer 2026




# ***Eligibility for CPT***

- Must have been **enrolled full-time for at least one academic year**
- Must be in valid F-1 status
- Must have a job or internship offer related to your major
- Must enroll in a CPT-related course (e.g., internship course or practicum)

| Feature            | CPT  | OPT  |
|--------------------|--|--|
| When               | During program   | After completion   |
| Requires job offer | Yes  | No   |
| Course enrollment  | Yes  | No   |
| Authorization      | By OIS only  | By USCIS (takes longer)  |

# ***Timeline for CPT Authorization***

- Secure job/internship offer
  - Make sure it aligns with a course or program requirement
  - Submit CPT request form & offer letter **at least 2 weeks before your start date.**
  - OIS reviews and issues new I-20 with CPT authorization
-  **You cannot begin work until CPT is approved.**



***What happens if I start work before  
receiving a CPT I-20?***




**BAD THINGS**

# ***Application Documents***

- Job offer letter (on company letterhead) including:
  - Start and end dates
  - Hours per week
  - Location
  - Payment
- CPT request form
  - Second page is signed by your academic advisor
  - Third page is signed by your course professor (non-required CPT only)
  - Fourth page is signed by Career Services

# ***Restrictions***

- Part-time CPT: Max 20 hours/week during semester
- Full-time CPT: Over 20 hours/week (summer only)
-  **12+ months of full-time CPT makes you ineligible for OPT**
- Must work only within approved dates and for the approved employer

# ***Maintaining Status on CPT***

- Continue full-time enrollment (unless in last semester with reduced course load)
- Do not exceed authorized work hours
- Update OIS if there are any changes to job, employer, or CPT dates
- Must not drop the course that was used for CPT authorization



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ois@howard.edu

New email!!!

