

## **Curricular Practical Training (CPT) Application**

**Curricular Practical Training (CPT) gives international students (F-1 status) the opportunity to work in paid internships off campus. The CPT must be an established part of the curriculum, and almost always requires that students enroll in academic credit or PRAC notation. Please read through the following information to learn more and determine if you are eligible to apply.**

**To ensure timely processing of your application, please follow the instructions in the order below:**

1. To begin your search for an internship, you can utilize the services of the **Shriver Center** (located on the 1<sup>st</sup> floor of the Public Policy building). Call or stop by the Shriver Center to make an appointment for assistance in searching for internships.
2. Obtain an internship/job offer letter from the employer. **CPT cannot be authorized without an offer letter.** The letter must be on **company letterhead** and must contain the following information:
  - a. Name and address of the company.
  - b. Specific start and end date that you will be doing your internship.
  - c. Job title and brief job description of your required job duties.
  - d. Number of hours per week you will be required to work.
  - e. Name and contact information of your supervisor.
3. Call **The Shriver Center** to make an appointment to start the CPT process. Take this application and your offer letter to the UMBC Shriver Center to meet with a staff member. They can help you plan how you will enroll in the required academic credit or PRAC notation for that internship. They will sign the CPT application form.  
**Contact Information:** [shrivercenter@umbc.edu](mailto:shrivercenter@umbc.edu); Public Policy Building, ground floor; 410-455-2493.
4. Meet with your **academic adviser** to confirm that they support you doing the work experience and approve of the course or PRAC notation you have selected with the Shriver Center. **Your adviser then also needs to complete and sign the CPT application.**
5. Make an appointment with an **international student advisor** in the IES office and bring the completed CPT application form and job offer letter. **Apply early** and allow up to 2 weeks for the application to be processed. Email [ies@umbc.edu](mailto:ies@umbc.edu) or call 410-455-2624 for an appointment.  
**\*Your CPT must be approved before you can begin working in your internship!**

Upon processing, you will be issued a new I-20 showing that you are authorized to work **for the specific employer and timeframe** indicated on your CPT application form and job offer letter.

### **Deadlines:**

- **For Academic credit** – end of add/drop period of semester of internship
- **For PRAC notation** – later deadline, usually early October for fall semester, early March for Spring semester. Please contact the Shriver Center for specific deadlines.

## UMBC IES Office, Curricular Practical Training (CPT) Application

**\*\*TO BE COMPLETED BY SHRIVER CENTER STAFF for PRAC notation, or Academic adviser for Academic credit**

Student Name: \_\_\_\_\_  
(Last) (First) (Middle initial)

Major field of study and degree level:	
Employer name and address:	
Course or PRAC number:	
Semester Course will be taken:	
Supervising instructor:	
Hours per week:	

Shriver staff (or adviser) Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes or Comments:

## UMBC IES Office, Curricular Practical Training (CPT) Application

### **\*\*TO BE COMPLETED BY ACADEMIC ADVISER or PROFESSOR:**

To be eligible to work off-campus in a paid internship, international students must prove that the internship they intend to pursue is **established as part of the curriculum**. **This is an immigration requirement, and is interpreted to mean that the internship is either required, OR supported by the academic department and noted on the transcript through academic credit or PRAC notation.** After meeting with the student mentioned above, please fill out the following to assist us in determining whether the student is eligible for internship authorization (“CPT”) that meets Department of Homeland Security requirements. If you have questions, please call the International Education Services (IES) Office at 410-455-2624 or email [ies@umbc.edu](mailto:ies@umbc.edu).

- **Is the internship required by your academic major or program?**  YES  NO  
(if yes, please provide documentation, such as from the UMBC catalog, of this requirement)
- **If not, do you support the student’s enrollment in the course or PRAC notation listed above for this work experience as pertinent and beneficial to their program of study, and thus part of their academic curriculum?**  YES  NO  
\*If this internship/work experience is NOT REQUIRED by the student’s department, they must register for academic credit OR the PRAC notation through the Shriver Center.

**If you determine the work to be considered as part of the curriculum as defined above, and support the student’s participation, please briefly explain how it is integrally related to their study below (required for CPT authorization):**

---

---

---

---

- **Does this student have a Graduate Assistantship?**  YES  NO  
(if yes, please confirm that you support the student’s participation in this internship, and believe it will not interfere with their assistantship responsibilities or academic coursework by initialing below. If the student will receive the PRAC notation for their internship, as opposed to academic credit, they are still required to be registered full-time -- 4 academic credits for Graduate students with a full-time assistantship -- in addition to the internship, which does not count for credit)  
**Initial here:** \_\_\_\_\_  
Any Comments or Notes:

Name of Academic Advisor: \_\_\_\_\_  
Email: \_\_\_\_\_ Extension: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**GRAD Students: GPD approval is required.** GPD name: \_\_\_\_\_

GPD signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*STUDENTS** – Submit this completed application form with a job offer letter, including all requirements listed on the first page of this application (items a-e), to the IES office for CPT authorization.

## More Information on CPT Requirements

### 1. What are the eligibility criteria for applying for CPT?

You must be a full-time student for at least **the most recent** two semesters, having enrolled full time and maintained your status. Graduate students whose programs require immediate participation in training can work before the full academic year has passed, but this has to be **clearly** indicated in the syllabus or program description, which must be provided to the IES office with your application. If you changed status to F-1 and most recently have been a full time student for one year, you are eligible to apply. You must also be in good F-1 status.

\*CPT is only required for off-campus, paid internships. **Unpaid internships do not require CPT.**

### 2. What does “established part of the curriculum” mean? Am I eligible?

This means that all students in a specific program or track are required to do an internship to meet their degree requirements. **If an internship is not required in your major or program, but it is an option and is supported by your academic adviser as essential to the curriculum, you can meet this requirement by having the work experience noted on your transcript through Academic Credit OR the Shriver Center’s PRAC notation.**

- PRAC Notation: this is a “course” that does NOT count for academic credit, but does appear on your transcript. There is no cost for the PRAC notation, though there is a small fee if you find your internship through the Shriver Center. Please see the Shriver Center for more details.
- Academic credit: your department may require an internship or independent study for academic credit. If you prefer, you can enroll in academic credit for your off-campus internship. You should work with your academic adviser or the Shriver Center to determine the best course to enroll in. Regular credit costs apply.

**Please note that dropping internship credits after registering and continuing employment is a serious violation of your F-1 status.**

### 3. Do I still have to be registered as a full-time student while I am on CPT?

**YES!** You are still required to maintain full-time status by registering for the minimum credits required (9 for Graduate students, 12 for Undergraduate students). Your CPT credits (internship, independent study, etc) will contribute towards this total credit count, but the PRAC notation will NOT count towards these minimum requirements.

\*In the summer and winter sessions, there are no minimum credit registration requirements for F-1 students.

### 4. How long can I be authorized for CPT with one CPT application?

CPT authorization is issued **per semester**, though one session (summer or winter) can be included if the same internship will be continued. If the CPT changes from part-time to full-time, a new CPT authorization needs to be added to your I-20. If your CPT is an internship longer than this, you simply need to apply again for the next semester or session. There is no cost to apply. In addition, **you must register for academic credit OR the PRAC notation each semester.** \*If you will continue the same internship into the following session (summer or winter), you do not need to enroll in PRAC or credit for the session. Semesters always require a new application.

### 5. Is CPT part-time or full-time?

## UMBC IES Office, Curricular Practical Training (CPT) Application

CPT is available on a part-time (20 hours per week or less) or full-time (more than 20 hours per week) basis. Part-time CPT is available to eligible students at any time. Full-time CPT is available to eligible students during summer and winter sessions/vacations. Full-time CPT is also available to eligible Graduate students in the fall and spring semesters that have finished all required coursework and are only working on their thesis or dissertation.

### 6. How many times can I use CPT?

**Part-time CPT** is unlimited and may be used as long as your academic adviser continues to support the work as essential to your academic program.

**Full-time CPT** may be used for up to 12 months. After 12 months of use, a student will lose their 1 year of OPT. You may use full-time CPT beyond 12 months, but keep in mind the loss of OPT. Please plan accordingly!

**\*\*Please note that you must enroll in PRAC or academic credit each semester to get new authorization!**

### 7. Can I pursue CPT after completing my regular coursework?

In most cases the answer will be no. The exception to this rule is for graduate students who have completed required coursework and are working on thesis or dissertation requirements with CPT as an integral part of that work. However, CPT is not meant to facilitate an employment opportunity and cannot be used as an excuse to delay graduation. **Note:** CPT cannot be used to save OPT time. If you are ineligible to apply for CPT we highly recommend applying for pre-completion OPT, if eligible.

### 8. What proof do I have to show the employer that I am eligible to work for them?

When your CPT is approved by the international student advisor, you will receive a new I-20 with work authorization approved on the third page. You can show this to your employer. Your passport and I-94 card may also be required for payroll purposes. Students without a Social Security number (SSN) will need to apply after getting a job offer – please contact the IES office for more information on applying for an SSN.

### 9. Do I have to pay taxes on my internship income?

Students are required to pay some taxes on their income in the US. If you have been in the U.S for less than five years you are exempt from social security taxes (FICA tax). Be sure to bring this to the attention of your employer since they may be unaware and unfamiliar with this tax provision. All other taxes may apply. Please watch for our annual tax workshop in late February or early March to learn more.

Additional Questions or Concerns? Please contact the IES office at [ies@umbc.edu](mailto:ies@umbc.edu)