

INTERNATIONAL STUDENTS IN F-1 STATUS WHO MEET CERTAIN ELIGIBILITY REQUIREMENTS can participate in internships using a temporary work authorization called Curricular Practical Training (CPT). This handout provides an overview of CPT but there are many nuances and international students are strongly encouraged to speak with an International Student Services adviser before pursuing an internship.

WHAT IS CPT?

- > Curricular Practical Training (CPT) is temporary authorization for “practical training” directly related to one’s major field of study
- > “Practical training” can include internships (paid or unpaid), co-ops, practica, and employment

CPT ELIGIBILITY

- > Completion of 3 full-time quarters
- > Declared in a major
- > Enrolled “full-time”, except during:
 - Annual vacation quarter (typically summer)
 - Final quarter of study
- > Internship must be either:
 - A mandatory program requirement, OR
 - Tied to a credit-bearing course

CPT COURSE CREDIT

- > Must earn one academic credit for each quarter of internship participation (unless internship is required by academic department)
- > Cannot be enrolled only in CPT-related credits in final quarter of study
- > Must earn credit through your department
- > Policies for graduate students may be different; see an ISS adviser

CPT LIMITATIONS

- > Part-time CPT – 20 hours per week or less
 - Can apply for unlimited quarters of part-time CPT
 - Positions with widely varying hours each week are discouraged
- > Full-time CPT – more than 20 hours weekly
 - Use of 12 months full-time CPT eliminates OPT eligibility
- > May have CPT-authorized internship and campus job simultaneously

NOTE – This information is not legal advice and regulations periodically change. Please consult an ISS adviser.

CPT APPLICATION PROCESS

- > Review CPT information and instructions
 - Attend a CPT info session at ISS
 - Check with your academic department on their internship policies and course options
- > Apply for internships directly related to your major and secure an offer
- > Talk to your dept. adviser about your offer
- > Complete the student section of the online CPT application on the ISS website
 - It will then be routed to your academic department adviser for approval
 - The department will forward to ISS
 - ISS needs 7-10 business days for processing
- > If you qualify for CPT, your ISS adviser will issue a new Form I-20
- > Apply for a Social Security Number after receiving CPT I-20 (but no sooner than 30 days prior to starting internship)

KEY THINGS TO KNOW:

- > Internship must be directly related to major
- > Internship must be tied to either 1) departmental credit or 2) major requirement
- > You must receive an internship offer before applying for CPT
- > Speaking to an ISS adviser or attending a CPT info session is highly encouraged

KEY RESOURCES:

- > **International Student Services Office** – advisers, website, info sessions, application (iss.washington.edu)
- > **Internship website** – videos and handouts (careers.uw.edu/internships)
- > **Handshake**– 2,300 internships posted annually (careers.uw.edu/jobs)