

What happens if I would like to hire this student for permanent employment?

Students who have finished their coursework have the option to apply for Optional Practical Training (OPT) for a maximum of 12 months. During this time, your company can seek legal counsel on making an application for an H-1B visa.

Whom can I contact if I have questions about an intern's immigration status?

International Student Services or the Experiential Learning Center would be happy to answer any questions. You can reach ISS at 434-947-8579 or ngoulde@randolphcollege.edu, and the ELC at 434-947-8116 or smorris@randolphcollege.edu.

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**Employer
Information
for Curricular
Practical
Training
(CPT)**



A guide to student
visa statuses, tax
information, and
resources

What is Curricular Practical Training?

As regulated by U.S. federal law, Curricular Practical Training (CPT) at Randolph College is defined as an internship which is an integral part of an international student's established curriculum.

Who is eligible for an internship and CPT?

An F-1 undergraduate student who has been "in status" for one academic year and who is in good academic standing is eligible, with authorization from her/his Principal Designated School Official (PDSO), to work in an internship position which is an integral part of the student's curriculum. Only students who are completing internships for credit may receive CPT; such credit will be entered on the student's academic record.

What documentation or paperwork is needed from my company/organization?

An internship offer letter is part of the application process. **A template will be e-mailed to you; please complete it, print it on organizational letterhead, and return to Nancy Goulde via mail, fax, or with the student intern.**

Are there any limitations on when a student can do CPT?

CPT authorization may be granted for full-time (summer or winter break) or part-time (academic term/year, summer, or winter break). Students may earn no more than 6.0 hours of internship credit. Students who receive more than 12 months of full-time CPT will lose all eligibility for Optional Practical Training (OPT).

How many hours per week can an intern work?

Internships can be 1, 2, or 3 credits per semester.

1 credit hour = 42-48 hrs/semester (i.e. 3.5-4 work hours per week for 12 weeks).

2 credit hours = 72-96 hrs/semester (i.e. 6-8 work hours per week for 12 weeks).

3 credit hours = 108-144 hrs/semester (i.e. 9-12 work hours per week for 12 weeks).

Student teaching is typically 40 hours/week.

Are interns tax exempt?

Please refer to publication 519 on the IRS website (www.irs.gov) for complete information on exemptions for F-1 student visa holders.

How can I document an intern's I-9?

Documentation used for I-9s include the student's passport, CPT-endorsed I-20 and I-94 departure card.

Forms I-20 and I-94

This is a sample of Form I-94, Certificate of Arrival. It contains fields for the traveler's name, date of arrival, and other immigration-related information. The form is partially filled out with handwritten text.

This is a sample of Form I-9, Employment Eligibility Confirmation (FRONT SIDE). It contains fields for the applicant's name, date of birth, and employer information. The form is partially filled out with handwritten text and includes a yellow 'SAMPLE' watermark.

This is a sample of Form I-9, Employment Eligibility Confirmation (BACK SIDE). It contains fields for the employer's name, address, and signature. The form is partially filled out with handwritten text and includes a yellow 'SAMPLE' watermark.