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Student Guide to CPT (Curricular Practical Training)



Information for Juniors
and Seniors on CPT

What is CPT?

Curricular Practical Training (CPT) at Randolph College is defined as an internship or experiential learning opportunity which is an integral part of an international student's established curriculum.

Who is eligible?

Juniors and Seniors who are in good academic standing and sophomores completing their second semester who will soon be rising juniors may apply for the upcoming summer. Only students who are completing internships for credit may receive CPT; such credit will be entered on the student's academic record.

When can I do an internship?

CPT authorization may be granted for full-time (summer or winter break) or part-time (academic term/year, summer, or winter break); student teaching can only be done during a semester. Students may earn no more than 6.0 hours of EXL internship credit, but may pursue practical experiences within the major. Students who receive more than 12 months of full-time CPT will lose all eligibility for Optional Practical Training (OPT). All internships must be approved by the Internship Coordinator and the Randolph College Principal Designated School Official (PDSO).

How many hours per week can I work?

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

- 1 credit hour = 42-48 hrs/semester (3.5-4 work hours per week for 12 weeks)
- 2 credit hours = 72-96 hrs/semester (6-8 work hours per week for 12 weeks)
- 3 credit hours = 108-144 hrs/semester (9-12 work hours per week for 12 weeks)

Note: Education majors may pursue practical experiences.

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.

Procedure for Internships:

1. Complete the credit-bearing internship application procedure through the Experiential Learning Center. Once you have secured approval for the internship,
2. Consult the PDSO to review school policy.
3. Submit the following items to the PDSO:
 - A copy of the internship contract
 - The *CPT Request Form with Faculty Sponsor/Department Certification*
 - *The Employer Verification Form*

Deadlines:

- For Winter Break/Spring Semester: **Dec. 1**
- For Summer Break/Fall Semester: **May 1**

Practical experiences for Education will follow department deadlines.

CPT Policy:

- CPT can only be authorized one term at a time
- CPT is not an option for students who have completed all degree requirements. See OPT regulations.
- You are authorized to be employed for only the employer, location, and period specified on the new I-20.
- If you wish to change internship employers, change your full-time/part-time status, or need to make any changes to your current authorization, the entire application process must be repeated.
- If you have an on-campus job of 10 hours per week and want a CPT (or OPT) for the fall or spring

semester, you can only be approved for a 10-hour per week CPT/OPT (20 hours maximum for part-time work during the semester).

- A student who accelerates may not undertake CPT in the semester following completion of degree requirements. There is no part-time status for students who accelerate.
- CPT in the 8th semester (final semester): CPT is an option only if the student is otherwise enrolled in a full-time course load (full-time status=12.0 hours, exclusive of physical education activity courses and internships for credit).
- Any student has extenuating circumstances that would cause the student to consider delaying completion of degree requirements must successfully complete the following procedures:
 1. The student must petition the Board of Review for permission to delay degree requirements. That petition must clearly address the extenuating circumstances governing why the student is requesting this option. The ruling of the Board is final.

2. If the petition receives a favorable ruling, the student must file a Change of Graduation Date Form with the Registrar.

Note: According to current faculty legislation, the student may not participate in Commencement (walk with the class).

- Seniors: no CPT if all graduation requirements have been met. Use OPT for the internship.
- Seniors: You could do a part-time internship in your final semester, but you must take a full-time load of courses here at the College (this is College policy). So, you could not do a semester of full-time CPT in your last semester.

How do I establish work eligibility since I won't have an EAD card?

Documents that will help you to establish your work eligibility are: your valid passport; original I-94 card; and the SEVIS I-20 with CPT work authorization.

Forms I-20 and I-94

