

Curricular Practical Training (CPT) at Randolph College

What is the definition of CPT? As regulated by U.S. federal law [(8 C.F.R.& 214.2 (f) (101)], Curricular Practical Training (CPT) at Randolph College is defined as an off-campus internship which is an integral part of an international student's established curriculum.

Who is eligible? Juniors & Seniors (sophomores who are completing their second semester and will soon be rising juniors may apply for the upcoming summer)

Because CPT is limited at Randolph to credited internships, you must be at least a rising junior (college policy stipulates that credited internships are for juniors and seniors only).

Credit will be entered on your transcript.

An F-1 undergraduate student must have been "in status" for one academic year; for graduate students required to engage in an internship in the first year, the one-year waiting period may be waived.

Can I get paid? Yes.

If I don't get paid, do I need CPT? Yes. *Note:* For immigration purposes, it does not matter whether the internship is paid or unpaid; *all* internships must be approved by the Randolph College PDSO. International students are not eligible to undertake internships or volunteer employment without receiving approval for CPT or OPT.

When can I do an internship? During fall and spring semesters and summer and winter breaks.

What are the deadlines set by the Experiential Learning Center?

For the Winter Break & Spring Semester - Dec. 1

For the Summer Break & Fall Semester -May 1

Can I work full-time or only part-time?

CPT authorization may be granted for either full-time (summer or winter breaks) or part-time (academic term/year, summer, or winter break).

How many hours can I work during the semester? The US. Government stipulates a 20-hour maximum for part-time work during the semester. However, if you have an on-campus job of 10 hours per week and want CPT (or OPT) for the fall or spring semester, you can be approved only for 10 hours per week of CPT/OPT.

How many credits can I earn? Students may earn no more than a total of 6.0 hours of internship credit. Students who receive more than twelve months of full-time CPT will lose all eligibility for Optional Practical Training (OPT). This would not happen if you did your CPT only through Randolph College.

How do I get CPT Authorization:

After you complete all your paperwork through the Experiential Learning Center, visit the PDSO in the ISS office. She can authorize CPT for one term at a time. This will be demonstrated by issuing you a new I-20. You are authorized to be employed **only** for the employer, location, and the 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

What's the procedure to apply for CPT?

Complete the credit-bearing internship application procedure through the Experiential Learning Center. Once you have secured approval for the internship, obtain an *Employer Verification Form* (on company/agency/organization letterhead).

Consult the PDSO to review CPT policy.

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

You will receive a new I-20 with CPT authorization. You do not have to pay a fee to the US government; you do not have to send off an application to a Service Center (as is the case with OPT).

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.

Seniors:

-no CPT if all graduation requirements have been met. Use OPT for the employment.

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.

Go to the ELC's internship webpage at <http://www.randolphcollege.edu/x14465.xml>
Towards the middle of the page is a link for "Additional Information/Required Forms for International Students"