

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 on-campus or off-campus internship **which is an integral part of an international student's established curriculum; it must be in the student's major field.**

Who is eligible? Sophomores, Juniors & Seniors .CPT is limited at Randolph to credited internships. 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.

Internship Deadlines? Set by the Career Development Center; contact internship coordinator. Usually, the deadlines are as follows, but exceptions can be made:

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 break) or part-time (academic term/year, summer, or winter break). 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.

CPT Authorization:

-CPT can only be authorized one term at a time (so, not for the whole year but semester by semester)

-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

-you CAN have more than 1 internship at a time, but for each internship you'll get a new I-20

-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 only be approved for a 10-hour per week CPT/OPT (this is a Randolph College rule). The US. Government stipulates a 20-hour maximum for part-time work during the semester.

What's the procedure to apply for CPT?

1. Complete the credit-bearing internship application procedure through the Career Development Center. Once you have secured approval for the internship, obtain an *Employer Verification Form* (on company/agency/organization letterhead).
2. 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 (the "offer" letter)**
3. You will receive a new I-20 with CPT authorization. You do not have to pay a fee to the US government nor send off an application to a Service Centers (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, your downloaded I-94 and the SEVIS I-20 with CPT work authorization on page 2.

Seniors:

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

- 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.

For all internship forms please go to "Internships" under Links on the Students Tab on the Portal.

There you will find a link for the "Curricular Practical Training (CPT) Request Form".