



Center for International Studies

Curricular Practical Training for F-1 Students

The Basics

F-1 students are eligible to apply for an employment authorization known as Curricular Practical Training (CPT). CPT authorizes an F-1 student to pursue off-campus employment for a designated period of time with a specific employer. The proposed employment period must be deemed to be an integral part of an established academic program that is open to all students. **CPT is only available to those students who have not completed their course of study. In addition, Wake Forest requires that a nonimmigrant F-1 student receive academic credit for participating in a period of training associated with the CPT program.** It is advised that any student who will be pursuing off-campus employment, regardless of whether or not the position is paid or unpaid, obtain CPT authorization.

In order to obtain authorization for CPT, you must meet the following requirements:

1. Student must have been lawfully enrolled in a full course of study for at least 9 months. (This rule does not apply to those graduate students whose academic program requires that they perform an internship before the required 9-month period.)
2. Student must be residing in the U.S. in legal, F-1 status.

Application Procedures

Students applying for CPT must turn in all of the forms **before** beginning employment.

CPT applicants must submit a "CPT/Internship Confirmation Form" and an offer letter from the proposed employer to the International Student Advisor in the Center for International Studies.

The offer letter must be printed on official company letterhead and contain the following information:

1. Name of employer
2. Name and contact information of the immediate supervisor
3. Number of hours that will be worked each week
4. Short description of job duties
5. Beginning and end dates of employment period

CPT Authorization

Once all of the documentation has been received by the Center for International Studies, the proposed period of CPT will be reported to the USCIS through the SEVIS system. A new I-20 will be issued with the approved CPT dates noted on page three of the form. This new I-20 will be used to reenter the country after a temporary absence as long as the student maintains his/her

F-1 status. If a student engages in off-campus work without authorization from the Center for International Studies he/she will be classified as “out of status” under the designated rules of the USCIS.

Additional Rules and Regulations Governing Curricular Practical Training

Proposed employment must be directly related to the student’s course of study.

The period of employment may not exceed the authorized dates listed on page three of form I-20.

A period of authorized, full-time CPT will have no effect on Optional Practical Training (OPT) eligibility unless the employment period lasts for one year (365 days) or more. A student who engages in one year of full-time CPT is ineligible to apply for OPT after graduation.

Part-time CPT has no effect on OPT eligibility regardless of length. A student engaged in part-time CPT is not allowed to work for more than 20 hours per week.

A student may engage in CPT only at the specified location noted on page three of Form I-20. **A change of the original employer during the course of your approved CPT period will require another CPT authorization from the Center for International Studies.**

MBA Students: All F-1 students in the Masters of Business Administration program who perform an off-campus internship are required to obtain a signature from the Schools of Business Registrar’s Office. The Registrar’s signature is required on the “CPT/Internship Confirmation Form” before any requests can be processed by the CIS.

If a student is paid by Wake Forest University, it is not necessary that he/she obtain CPT approval for the employment.

If a student accepts an unpaid internship, it is recommended that he/she obtain CPT approval due to the USCIS’s strict guidelines as they pertain to off-campus, “volunteer” activities.