

Applying for Curricular Practical Training (CPT)

Please read these instructions carefully in order to avoid delays in approving your CPT.

General Information

Curricular Practical Training for F-1 students is intended to allow hands-on practical work experience in situations where the work is an integral part of the student's academic program **PRIOR** to the completion of that program. Students who have been in F-1 status for at least two academic semesters (9 months) may apply to participate in this type of training. Graduate students in programs that **require** training are not bound to the one academic year in F-1 status requirement.

Although authorized part-time curricular practical training employment is permitted with no penalties until completion of a degree, students who have received one year or more of **full time** curricular practical training are ineligible for optional practical training (OPT) after graduation.

In order to be eligible for curricular practical training, one of the following conditions must be met:

1. the employment must be required to complete graduation requirements (this includes work necessary to complete thesis or dissertation); **OR**
2. you have your advisor's recommendation and will receive course credit for the employment and the course (internship, practicum, etc.) is published in the current university course catalog or departmental bulletin. You will meet with your advisor or professor and agree on a research project that will be monitored by a faculty member during the work experience.

In addition, you must have a job offer since the employment authorization will be employer specific.

Instructions

Make an appointment with the international advisor in the OIP and bring the following documents:

1. Passport, Form I-94 and Form I-20
2. Completed Curricular Practical Training recommendation (attached) **OR** completed Internship Agreement from your department.
3. Letter from employer on **business letterhead** offering position and indicating: title of position, how duties are related to your major, location where you will work, whether it is full or part-time work, beginning and ending dates of employment, and name and contact information for supervisor.

OIP approval on page 2 of your Form I-20 (name of company, location, full or part-time, and beginning/ending dates) will serve as your authorization to work.

Note on Social Security and Medicare Taxes:

Students in F-1 immigration status who have been physically present in the U.S. for parts of **five calendar years or less** are *generally* considered **non-resident aliens for tax purposes** and are not required to pay Social Security or Medicare taxes on the wages earned from practical training. Please request that your employer review the information at www.irs.gov/pub/irs-pdf/p519.pdf. While it is possible to have these taxes refunded, it is *far easier* to alert the employer at the beginning and the employer also saves the cost of matching your contribution. Federal and State taxes will be deducted from your wages unless your home country has a tax treaty with the United States and you have filed the appropriate documents with your employer.



Curricular Practical Training Recommendation

TO BE COMPLETED BY FACULTY ADVISOR OR DEPARTMENT CHAIR

(Note to faculty: Please review the "General Information" on the reverse of this page prior to completing this form)

TO: International Student Advisor, Old Main 337

FROM: _____, _____
Print name Title

DATE: ___/___/___

RE: _____
Student Name

I have met with the student listed above and recommend that curricular practical training at
(please print company name and complete address):

be authorized from ___/___/___ to ___/___/___ (maximum of 12 months) based on the following:

___ the employment is required to complete graduation requirements. This includes work necessary to complete thesis.

OR

___ the student is registered in Course _____ for _____ credits as published in the current UW-Superior General Catalog.

This position will be ___ part-time (up to 20 hours per week)
___ full-time (more than 20 hours per week)

Faculty Signature _____ Date ___/___/___

OIP USE ONLY: CPT approved by _____ on ___/___/___