

## CURRICULAR PRACTICAL TRAINING

### Requirements:

1. You must have been enrolled for at least two semesters. The internship must be in your major field.
2. The employment must be: **an internship/practicum/field placement with the course number as listed in the University bulletins as an integral part of the university curriculum. You must already be enrolled and the DSO must have the position and name of the employer from the Internship Office before CPT is authorized.** Please check with your school (RCAS, BSB, GSSW, GSLIS, GSEd) about their individual requirements, as they vary from school to school.
3. You may be paid for the position. You may work 20 hours per week if you are enrolled for other course(s). You may work full-time only if the internship is the only course for which you are enrolled and that course maintains your full-time enrollment. You may work only for the time period in which you are enrolled.
4. If the internship is unpaid, you still have to complete the immigration paperwork for CPT.
5. If you have been in this country as an F-1 student for less than 5 years, you are not required to pay Social Security or Medicare taxes. For more information, consult IRS publication 519.
6. If you do not already have a Social Security number, you can apply for one based upon your CPT authorization (I-20).

If you qualify, you must see the International Student Advisor (Sue Ponrémy) to complete the employment authorization through **SEVIS**. The internship office will send an email verifying the internship and listing the employer's name and address and the dates and how it is related to the major field. All required paperwork for the internship is on file at the Registrar's Office and the Internship Office.

You will not receive an EAD (Employment Authorization Document) for Curricular Practical Training. The employment authorization through SEVIS appears on page 3 of your new SEVIS I-20.