



# CPT Workshop

International Student Services  
Whitworth Office of International Education

# First Things First...

## Important Terms:

- DSO: Designated School Official (Whitworth International Student Advisor)
- USCIS: U.S. Citizenship and Immigration Services
- SEVIS: Student & Exchange Visitor Information System
- CPT: Curricular Practical Training



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# CPT: Basic Characteristics

- ❖ CPT is a benefit of being a F-1 visa holder, *not* a right
- ❖ CPT allows for employment (practical training) opportunities related to student's current academic program (major; not minor)
- ❖ CPT requires students to be in good academic standing (as we say, "in status")
- ❖ CPT requires prior authorization by Whitworth ISS before applying/beginning the employment (practical training)



# CPT: Curricular Practical Training



## Definition:

Practical training (employment, internship, practicum) that is either required or an integral part of a student's academic degree program.

## Common forms of CPT:

- *Employment directly related to your major*
- *Paid or unpaid internship*
- *Practicum*
- *Student-teaching*

## Eligibility:

- Active F-1 status and have completed one academic year of full-time study
- Have obtained a job/internship/practicum placement by the time you request CPT
  - *You will be asked to submit a copy of your hire letter/offer letter in order to receive approval for CPT*
- Are registered for CPT credit for the job/internship/practicum
  - *Credits must be earned during the term/period in which you are engaged in the CPT*

# CPT: Curricular Practical Training



## Hours:

- Part-time: 20 hours per week or less
- Full-time: over 20 hours per week\* [\*only permitted during school breaks –fall break, winter break, spring break, summer]

## Approval Process

1. Obtain job/internship
2. Contact Career Services/Student Employment Office (HUB 1<sup>st</sup> floor) and provide hire letter; Complete *Internship Agreement*
3. Contact faculty advisor to confirm credit earning for CPT experience
4. Contact ISS (international office) and provide hire letter and confirmation of credit (email or letter from advisor)
5. ISS approves CPT in your immigration record in SEVIS & generates new I-20

## Changing CPT

- Any changes to your CPT (shortening, canceling, extending) requires giving notice to and approval by ISS
- A new approval and new I-20 is created for each CPT term

### EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 SEPTEMBER 2018	20 DECEMBER 2018

### EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	07 SEPTEMBER 2018 - 20 DECEMBER 2018		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
	07 SEPTEMBER 2018	20 DECEMBER 2018	



# Questions?



Resources:

International Student Services website

<https://www.whitworth.edu/cms/administration/international-student-services/>

Email: [iss@whitworth.edu](mailto:iss@whitworth.edu)

Advising Hours: Tuesdays 10am-12pm