

What is Curricular Practical Training (CPT)?

U.S. Citizenship & Immigration Services has created this program as a visa status benefit to allow individuals on an F-1 student visa to apply classroom knowledge in practical situations. These positions, paid or unpaid, are internships that run within the dates of the normal semester, as they are classes for which the students must register.

How do students apply for CPT at Old Dominion?

To ensure their internship meets Immigration guidelines, students must go through an application process that involves their academic department, Career Management Center (CMC) and International Student & Scholar Services (ISSS). Upon approval, the student is issued an I-20 visa document with your company's name and address, internship dates and an indication of whether the CPT is part-time (1-20 hours per week) or full-time (21+ hours per week) on page 3. This information is also transmitted to Immigration. In general, the application process takes 2-3 weeks; in order to avoid Immigration and Department of Labor violations, students may not work—even as a volunteer—before their I-20 is issued.

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Employer Information for Curricular Practical Training (CPT)



**a guide about
student visa
statuses, tax
information and
resources**

What documentation or paperwork is needed from my company/organization?

An internship offer letter is part of the application process. Details on the information that must be included can be found by going to the ISSS web site, clicking on "F-1 Student" and then selecting "Curricular Practical Training." The CMC will also have some forms for you to evaluate the student's performance and to describe his/her duties.



Are there any limitations on when a student can do CPT?

A main principle of the F-1 Student Visa is that students make "normal progress" towards the completion of their educational objective; therefore, students may only do internships during the final semester of their program and during the summer break.

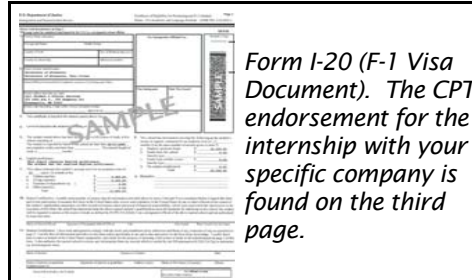


How many hours per week can an intern work?

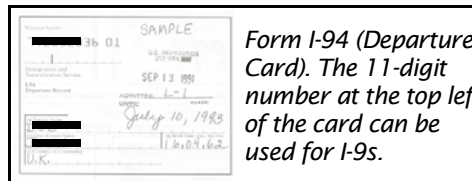
There is no limit to the number of hours an intern can work in a week while on full-time CPT. However, part-time CPT has a limit of 20 hours.



How can I document an intern's I-9?
Documentation used for I-9s include the student's passport, CPT-endorsed I-20 and I-94 departure card.



Form I-20 (F-1 Visa Document). The CPT endorsement for the internship with your specific company is found on the third page.



Form I-94 (Departure Card). The 11-digit number at the top left of the card can be used for I-9s.



Are interns tax exempt?

Please refer to Publication 519 on the IRS web site (www.irs.gov) for complete information on exemptions for F-1 Student visa holders.



Can an intern work in our office over Winter Break?

CPT is a class for which students register and, therefore, students may only participate in internships within the semester dates.



Can an intern extend his/her CPT authorization?

This is possible if the student starts CPT over the summer and then is graduating in the fall semester. Otherwise, interns may apply for Optional Practical Training (OPT) once all coursework has been completed. Please see the question below on permanently hiring interns for more information.



What happens if I would like to hire this student for permanent employment?

Students who have finished their coursework have the option to apply for Optional Practical Training (OPT) for a maximum of 12 months. During this time, your company can seek legal counsel on making an application for an H-1B visa.



Whom can I contact if I have questions about an intern's immigration status?

ISSS would be happy to answer any questions and be a resource to you on CPT, OPT and cultural issues. You can reach one of our advisors at 757.683.4756 or intlstu@odu.edu.

