

**NOTE:** This process can take up to **FOUR (4) weeks**. Start the process as soon as possible!

## NEEDED TO BEGIN THE CPT APPLICATION PROCESS:

- Completion of **TWO** academic semesters (fall and spring) *immediately preceding* the CPT request.
- Ability to *enroll in classes for same semester of your internship*.
- An *employer offer letter* on company letterhead or official email containing the following:
  - The **specific** start\* and end dates of your internship/volunteer experience.
  - The **number of hours** you will intern or volunteer each week.
  - The **complete physical address** where you will be interning or volunteering. If this is a **remote opportunity**, your employer must state that on your offer letter and indicate the address of where you will be located to conduct the remote internship.
  - A **detailed description of your tasks and specific projects** as related to **your major field/s or study**.

\*OR **upon CPT authorization** (ex. "May 15 or upon CPT authorization")

## STEPS TO FOLLOW:

### 1. Complete the [CPT/Internship Course Request Form](#).

- NOTE: If this is **not your FIRST CPT experience**, you **MUST also submit a detailed description** (one paragraph personal statement is fine) highlighting how your internship with your **MOST RECENT EMPLOYER/POSITION** will **differ** from that of the **PREVIOUS EMPLOYER/POSITION**. Be specific on how your duties/tasks **DIFFER** and are more in depth/advanced **related to your major** from your previous CPT experience. Please **insert this statement under the "Additional Information"** section of the application.

2. **STOP! Wait** until you receive the course permission email via [KSbenrol@indiana.edu](mailto:KSbenrol@indiana.edu) in your IU email. Be sure to check your Inbox **and** Spam/Junk folder.

3. After you receive the course permission email, **enroll in [X498 OR W499](#) for the semester of your internship experience**. Review the application deadlines to ensure timely submission and approval.

4. In addition to completing the [CPT/Internship Course Request Form](#), **you must ALSO submit the CPT e-form through [Atlas](#)** and complete the "Academic Advisor form" portion with the following information:

- NOTE: You **MUST** attach your offer letter and any additional documents you initially provided Kelley UCS when submitting your e-form

5. You will receive a **confirmation email** from OIS once your CPT has been approved.

#### Department Information

Academic Department?\*

**Kelley School of Business**

Academic Advisor's Name\*

**Kelley Advising Office**

Academic Advisor's Email Address\*

**ksbenrol@indiana.edu**

You may check [Atlas](#) to see where you are on your CPT process.

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## FREQUENTLY ASKED QUESTIONS

1. **WHAT EXACTLY IS CPT?** CPT or Curricular Practical Training is an off campus experiential learning option for F-1 students that provides practical experience in their field of study before graduation, such as an internship.
2. **WHAT QUALIFIES AS AN INTERNSHIP FOR CPT APPLICATION?** Any professional and practical training (paid or unpaid) for a full time F-1 student qualifies as an “internship.” “Volunteer” experience is also unpaid, but it will have a more philanthropic component than “practical training.”
3. **DO I NEED TO BE ENROLLED IN A CLASS DURING MY CPT?** YES. In the SUMMER, you are eligible to register for either the zero credit W499 course or two credit X498 course. In the FALL/SPRING, you are ONLY eligible to register for the zero credit W499 course if your internship is through the Kelley Institute for Social Impact (KISI). All other internships in the FALL/SPRING will need to be accompanied by the two credit X498 course. **Review the [BUS X498/W499 application deadlines](#)** for timely submission and approval.
4. **DO I NEED CPT AUTHORIZATION IF I'M WORKING AT A NON-U.S. LOCATION?** NO. If you have an internship lined up in your home country, you do not need CPT authorization. For other global locations, consult with your employer as per proper work visa/paperwork. Note that if your CPT will take place during a semester, or during your final academic term, talk FIRST with the IU Office of International Services about F-1 status requirements!
5. **DO I NEED CPT AUTHORIZATION IF I'M WORKING FOR A NON-U.S. EMPLOYER IN THE U.S.?** YES. Location takes precedence. If you are working for any employer based in the U.S., you will need to file for CPT.
6. **WHY DOES IT TAKE UP TO FOUR (4) WEEKS FOR MY CPT APPLICATION TO BE APPROVED?** Four different IU offices work on a single international student's CPT application. Especially during CPT processing peak season, it is crucial to get started on processing your CPT as soon as possible so you may begin training on your listed start date. You may NOT (under any circumstance) begin your internship without CPT authorization. This is ILLEGAL and you can face serious federal consequences, such as getting your F-1 visa revoked, deportation, and/or hindrance in future U.S. visa processing.
7. **HOW MANY CPT AUTHORIZATIONS AM I ABLE TO GET?** The official answer is unlimited. However, you must know that it becomes more difficult for the University to make a case for your second, third, etc. CPT approvals if there are no concrete, specific job tasks/responsibilities that are different from the ones before. The U.S. government wants to make sure you are learning and utilizing NEW skills.
8. **HOW WILL MY CPT AFFECT MY OPT ELIGIBILITY UPON GRADUATION?** You may use an unlimited amount of part time CPT and still get 12 months of OPT after you graduate. However, if you use 12 months or more of full time CPT, you will no longer be eligible for OPT when you graduate. Even if you forfeit your opportunity for OPT by using more than 12 months of full time CPT, you will be permitted to use no more than two years of full time CPT.
9. **HOW WILL I BE TAXED FOR MY CPT?** Social Security (FICA) should not be withheld from the wages of an F-1 student on CPT if the student is classified as a nonresident for tax purposes. Earnings are, however, still subject to federal, state, and local taxes.
10. **WHO DO I TALK TO IF I HAVE MORE QUESTIONS ABOUT CPT?** You may contact Irena Otten ([iotten@iu.edu](mailto:iotten@iu.edu)) at UCS. For more detailed immigration/visa status questions, stop by [IU Office of International Services \(OIS\)](#) between 1 - 3:30p.m., Monday through Friday, for walk-in advising. You may also call 812-855-9086 or email ([ois@iu.edu](mailto:ois@iu.edu)).