WHAT IS CPT?
> Curricular Practical Training (CPT) is temporary authorization for “practical training” directly related to one’s major field of study
> “Practical training” can include internships (paid or unpaid), co-ops, practica, and employment

CPT ELIGIBILITY
> Completion of 3 full-time quarters
> Declared in a major
> Enrolled “full-time”, except during:
  - Annual vacation quarter (typically summer)
  - Final quarter of study
> Internship must be either:
  - A mandatory program requirement, OR
  - Tied to a credit-bearing course

CPT COURSE CREDIT
> Must earn one academic credit for each quarter of internship participation (unless internship is required by academic department)
> Cannot be enrolled only in CPT-related credits in final quarter of study
> Must earn credit through your department
> Policies for graduate students may be different; see an ISS adviser

CPT LIMITATIONS
> Part-time CPT – 20 hours per week or less
  - Can apply for unlimited quarters of part-time CPT
  - Positions with widely varying hours each week are discouraged
> Full-time CPT – more than 20 hours weekly
  - Use of 12 months full-time CPT eliminates OPT eligibility
> May have CPT-authorized internship and campus job simultaneously

CPT APPLICATION PROCESS
> Review CPT information and instructions
  - Review ISS website on CPT Application
  - Check with your academic department on their internship policies and course options
> Apply for internships directly related to your major and secure an offer
> Enroll in your departmental internship course
> Complete the student section of the online CPT application on the ISS website
  - It will then be routed to your academic department adviser for approval
  - The department will forward to ISS
  - ISS needs 7-10 business days for processing
> If you qualify for CPT, your ISS adviser will issue a new Form I-20
> Apply for a Social Security Number after receiving CPT I-20 (but no sooner than 30 days prior to starting internship)

KEY RESOURCES:
> International Student Services Office – advisers, website, info sessions, application (iss.washington.edu)
> Internship website – videos and handouts (careers.uw.edu/internships)
> Handshake – 12,600 internships posted annually (careers.uw.edu/jobs)

KEY THINGS TO KNOW:
> Internship must be directly related to major
> Internship must be tied to either 1) departmental credit or 2) major requirement
> You must receive an internship offer before applying for CPT
> Speaking to an ISS adviser or attending a CPT info session is highly encouraged

NOTE – This information is not legal advice and regulations periodically change. Please consult an ISS adviser.