INTERNATIONAL STUDENTS IN F-1 STATUS WHO MEET CERTAIN ELIGIBILITY REQUIREMENTS can participate in internships using a temporary work authorization called Curricular Practical Training (CPT). This handout provides an overview of CPT but there are many nuances and international students are strongly encouraged to speak with an International Student Services adviser before pursuing an internship.

WHAT IS CPT?

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

CPT ELIGIBILITY

- Active F-1 visa status
- Completion of 3 full-time quarters
- Enrolled in CPT credits for the experience
- Enrolled “full-time”, except during:
  - Annual vacation quarter (typically summer)
  - Final quarter of study
- Obtain an offer letter for CPT application

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 or GEN ST 350
- 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 a 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 course of study and secure an offer
- Enroll in your departmental internship course or GEN ST 350
- Complete the student section of the online CPT application on the ISS website
  - It will then be routed to CPT Credit course 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

KEY THINGS TO KNOW:

- Internship must be related course of study
- Internship must be tied to either 1) CPT course 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

KEY RESOURCES:

- International Student Services Office – advisers, website, info sessions, application (iss.washington.edu)
- Internship website – videos and handouts (careers.uw.edu/internships)
- Handshake – 19,300+ internships posted annually (careers.uw.edu/jobs)

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