



# International Students & INTERNSHIPS

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

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

## 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](http://iss.washington.edu))
- > **Internship website** – videos and handouts ([careers.uw.edu/internships](http://careers.uw.edu/internships))
- > **Handshake**– 19,300+ internships posted annually ([careers.uw.edu/jobs](http://careers.uw.edu/jobs))