



F-1 INTERNATIONAL STUDENT GUIDANCE: APPLYING FOR CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION

Curricular Practical Training is any internship or co-op that is required by and/or integral to a student's academic program. At Wesley, an internship taken for credit, in association with an academic course, is considered Curricular Practical Training (CPT). CPT authorization is required for all internships, regardless of whether the internship is paid or unpaid.

The U.S. government requires that all F-1 international students apply for and receive CPT authorization prior to starting any off-campus job/internship. Therefore, in order for an F-1 international student to participate in any internship component, the student must apply for—and receive—his/her CPT authorization before starting the internship. A student whose application is approved will receive a new Form I-20 with the CPT authorization listed on page 2.

The good news is the CPT authorization application process is fairly easy! The bad news is, not submitting your application, or not submitting it in a timely manner, can have a very negative impact on you and your program. F-1 students who engage in employment/interning without prior CPT authorization are subject to termination of their I-20. This could result in a lengthy reinstatement process, and potentially your having to leave the country.

So here's how to stay in F-1 visa compliance and submit your CPT authorization application:

CURRICULAR PRACTICAL TRAINING (CPT) ELIGIBILITY REQUIREMENTS FOR WESLEY F-1 INTERNATIONAL STUDENTS:

Here is a reminder of the general requirements you must meet to be eligible for CPT authorization:

- ★ You must have completed one academic year.
- ★ You must be in good academic standing (GPA ≥ 2.30).
- ★ You must be registered for a full course of study (9 credits or more).
- ★ You must be registered in one of the following eligible courses:
 - MM 311/312 (PMM Fall/Spring Internships Year 1)
 - MM 313/314 (PMM Fall/Spring Internships Year 2)
 - R 101/102 (DMIN Fall/Spring Internships, Year 1)
 - R 103/104 (DMIN Fall/Spring Internships, Year 2)
 - XX 551 (Directed Study Internship) – Note: to be eligible to enroll in a Directed Study internship you must have enough **elective** credits remaining in your program to register. Students without any remaining elective credits will not receive CPT authorization.

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CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION PROCEDURE FOR WESLEY F-1 INTERNATIONAL STUDENTS

If you meet the CPT eligibility requirements listed above, follow the application procedure below:

1. **REQUEST AN INTERNSHIP OFFER LETTER:** You must have a job/internship offer *before* applying for CPT authorization. The details of your job/internship offer must be outlined in a letter from your employer and included in your application packet. The letter should be on company letterhead and should contain:
 - a. the name of employer,
 - b. address of employer,
 - c. student's name,
 - d. student's job title,
 - e. brief description of duties,
 - f. number of hours/week,
 - g. start & end dates,
 - h. indicate if the position is paid or unpaid (if paid, list amount),
 - i. and supervisor contact information.
2. **COMPLETE THE CPT APPLICATION FORM:** Once you receive your employment letter, pick up a copy of the "CPT Application Form" from the Office of International Student Services (ISS) (or from the PMM office).
 - a. Complete your portion of the application. Then give your faculty supervisor or PMM staff (if applying for a PMM internship) the application so they can complete their portion.
3. **SUBMIT THE CPT APPLICATION TO ISS:** Bring a completed application to ISS. Complete CPT application packets will include:
 - a. Employment/Internship letter.
 - b. Completed CPT form (all sections completed).
4. **RECEIVE YOUR NEW FORM I-20:** If your application is complete and you meet the eligibility requirements, ISS will issue you a new Form I-20. Sometimes ISS may be able to process your application the same day. However, you should plan for allowing three days processing time for any request. You may not begin any job/internship without first having your CPT I-20, so be sure to plan in advance. Also, CPT authorization cannot be backdated (making the employment start date a date that has already passed).
5. **REAPPLYING FOR YOUR CPT AUTHORIZATION:** Due to the requirements of the PMM internship program specifically, F-1 International students applying for PMM CPT authorization get specially authorized for one full academic year (fall and spring consecutively with no break). So, while those students applying for PMM CPT authorization will not have to reapply between fall and spring semesters of the Year 1 PMM internship, they must reapply before the Year 2 PMM internship. If you are not sure if your CPT authorization is still valid, look at the end date in your I-20. Your authorization ends on the end date listed. You may not work/intern beyond that date without reapplication and reauthorization.

ISS staff is here to assist you every step of the way with your CPT application. If you have any questions about CPT authorizations, please contact ISS at ksantiago@wesleyseminary.edu or 202.885.6069.