Forms » Curricular Practical Training (CPT)

Please attend one of the CPT seminars if you have any questions regarding CPT. See the CPT Seminar Schedule for more info.

Curricular Practical Training (CPT) is one type of employment authorization available to F-1 students interested in gaining practical experience in their field of study while currently enrolled in a degree program.

If a student submits both Summer and Fall CPT requests at the same time, we are processing those currently, provided that the request is complete and the student has enrolled for both Summer and Fall CPT courses and offer letter covers employment dates for both. We would process Summer and Fall separately so both semesters are reflected on I-20, but based on the same request.

Eligibility:

- F-1 student in good academic standing.
- Full time enrollment in the US for at least one academic year.
- Full time enrollment in current program and degree level for at least one semester at UTA.
- Enrollment in the corresponding internship course at UT-Arlington.
- The employment requested is an integral part of the degree program and recommended by the academic department.

Limitations:

- Limited to two semesters per degree level (full or part-time CPT).
- I-20s cannot be extended on the basis of CPT.
- Students may not have a GRA/GTA and CPT in the same semester except during summer.
- Students applying for CPT in their final semester must have at least one required course other than the CPT class in order to be eligible; this is not a change.
- Students working on CPT in their final semester must end CPT employment by the final day of class.
- Employment limited to prescribed CPT start/end dates:
  - Earliest start date is day after last day of prior semester.
  - Latest start dates is mid-semester.
  - Latest end date is first day of class for following semester.
Request workflow:

1. Talk to your academic advisor to discuss internship options in your specific degree program.
2. Interview and get an offer letter for an INTERNSHIP position.
3. Submit Prospective Employer's Information to the company and get a letter from the company.
4. Enroll in the corresponding internship course. Your department can provide details.
5. Have your academic advisor fill out the CPT Academic Advisor Recommendation form.
6. Fill out the CPT Student Form.
7. Submit completed forms to the OIE with your current I-20.
8. Within 7-10 business days, the OIE will determine eligibility and issue a new I-20 authorizing the employment for the specified dates.
9. Once you receive your new I-20, you may begin working on the start date listed on page 3.

(For more detailed instructions please read CPT Student Form below)

If you reside outside the DFW metroplex you may refer to the mail-in/mail-out process.

Cost:

Free

Forms/Documents

Prospective Employers Information
CPT Advisor Recommendation Form
CPT Student Form
Curricular Practical Training (CPT): Prospective Employers

Full time students in F-1 status are eligible to obtain internships with US employers under specific conditions. Please read the following before extending an offer of employment to an international student enrolled at the University of Texas at Arlington.

The Position:
- The position offered to the student must be classified as an internship.
- An internship is defined as employment of limited duration whose primary function is to supplement the student's academic program by providing hands-on supervised work experience.
- According to USCIS regulations, the internship must be either a requirement of the student's degree program or the student must receive academic credit for the internship.
- An offer of full-time, continuous employment is not appropriate for CPT authorization.

Period of Employment:
- Employment may begin between the day after the end of the previous semester and the mid-session date. It must end before the start of the next semester.
- Students are allowed a total of two semesters of CPT.

Procedure:
- The student receives an offer letter from you, the employer.
- The letter must include the following information:
  - Printed on company letterhead
  - Job Title (referred as an internship)
  - Position Duties
  - Start and End Date of Employment
  - Hours per week
  - The student takes the offer letter to his/her academic advisor who recommends the internship.
  - The student brings the offer letter and advisor recommendation to the Office of International Education.
  - If eligible, OIE will authorize the employment for the appropriate dates.
  - The student will receive a new I-20 with the work authorization within 7-10 business days.
  - On the start date listed on the 3rd page of the I-20, the student may begin work at your company. On the start date listed on the 3rd page of the I-20.

Employment Documents:
- I-9: The CPT authorization of the OIE advisor on the 3rd page of the student's I-20 satisfies the employment eligibility requirements of the I-9 form (column C, number 7)
- Social Security and Medicare withholding: F-1 students who have been in the US for 5 calendar years or less are not required to pay social security and Medicare taxes, nor is the employer required to pay taxes on their behalf.
- Federal Income Tax Withholding: F-1 students are required to pay federal income tax on their employment income.
Office of International Education (OIE)
CPT: Academic Advisor Recommendation
Swift Center 1022 UTA Blvd, Box 19028 Arlington, TX 76019-0028 PH (817) 272-2355 FAX (817) 272-5005

Student Information

Student Name  
UT ID #

Current Major: Accounting  
Current degree level  
Credit Hours Left in Degree plan

Expected Graduation  
(Semester / Year)

Internship Information

Course Name and Number: ACCT 4393/5399  
Course Supervisor: Terra McGhee

Employer Name

Employer Address (Physical address of employment)

Start Date of employment  
(Must be between the day after the last day of previous semester and mid-session date)

End Date of employment  
( Employment must end before the start of the next semester. It will be extended until max. CPT unless final semester)

Hours per week:  
Full Time (over 20hrs/week)  
Part Time (20hrs/week or less)

Internship Duties

(Island culture and description of job duties)

Internship Goals

To gain practical experience in area of academic major.

(Explain how internship is related to student's degree program. Include any requirements for course completion. Ex: Written Reports, weekly conferences, oral presentations, employer's reports etc.)

The internship described above is highly recommended and is directly related to the student's degree program. The student's performance on the internship will count significantly towards the grade of the course:

Advisor Information

Name: Terra McGhee  
Department: ACCT

Extension: 20710  
Email: tcbrown@uta.edu

Signature

Date

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.
Biographical Data

Student Name ___________________________ Birth Date ___________________________
UT ID # ___________________________ E-mail ___________________________ Gender: ☐ Male ☐ Female
Country of Citizenship ___________________________ Immigration Status ___________________________ Expected Graduation (Semester / Year)
Current degree level ___________________________ Current Major ___________________________
U.S. Street Address ___________________________
City ___________________________ State ___________________________ Zip ___________________________ Phone ___________________________

General Requirements:
Students must meet the following to be eligible for CPT:
* F-1 Student.
* Good Academic Standing
* Full time enrollment in the US for at least one academic year.
* Full time enrollment in current degree program for at least one semester at UT-Arlington.
* Enrollment in the corresponding internship course at UT-Arlington.
* The employment requested is an integral part of the degree program.

Specific Requirements:
Please read the following and initial:
I understand that:
* My I-20 end date is ___________ I understand that I cannot extend my I-20 based on my internship. ___________
* Part-Time CPT (20hrs/week or less) requires full time enrollment. ___________
* I am allowed only two semesters of CPT (full or part-time). ___________
* I must submit a complete application to the OIE for each CPT. ___________
* My CPT dates may not span more than one semester. I understand that my start date must be between the day after the last day of the previous semester and the midsession date and my end date must be before the start of the next semester. ___________
* If I want to change employers or discontinue my employment, I will speak with an OIE advisor immediately. ___________
* I may not begin working until I have received employment authorization (new I-20) from the OIE. ___________

Procedure for approval:
☐ Talk to your academic advisor to discuss internship options in your specific degree program
☐ Interview and get an offer letter for an INTERNSHIP position.
An internship is defined as supervised employment of limited duration, with education and experience being its primary function.
☐ Enroll in the corresponding internship course.
☐ Have your academic advisor fill out the "CPT Academic Advisor Recommendation" form.
☐ Bring the following documents to OIE for processing:
   Employment Offer Letter
   CPT Academic Advisor Recommendation Form/Student Information Form

Within 7-10 business days, the OIE will determine eligibility and issue a new I-20 authorizing the employment for the specified dates.
Once you receive your new I-20, you may begin working on the start date listed on page 3.

I have fully completed the above information and understand the regulations regarding this process:

Signature ___________________________ Date ___________

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