



Hiring an International Student

Curricular Practical Training (CPT)

What is CPT?

Curricular Practical Training (CPT) is an alternative work/study, internship, cooperative education, or other type of required practicum that an employer offers through cooperative agreements with the university. CPT is only available for F-1 students when it is part of an established curriculum. Students must enroll in the internship course through their department during the semester that they are requesting CPT authorization. The job responsibilities must be related to the program of study. Students must receive an authorization from the International Student and Scholar Advising office BEFORE they can start working. Students must be enrolled for one academic year before they qualify. Graduate students can accept CPT on day 1 of their full-time study, if required by their program.

Curricular practical training is not meant to be a convenient employment opportunity, nor is it meant to be a device to save optional practical training months. If all eligibility requirements are met, an International Student Adviser will authorize CPT on a new I-20.



Employer Role

Applying for CPT is the student's responsibility and does not require sponsorship from the company.

The employer must provide an offer letter on letterhead indicating:

- job title
- exact start and end dates of employment
- # of hours of work per week
- place of employment, and
- a brief description of duties.

This letter is used in determining a student's eligibility. If the student is granted CPT, the employer is required to check the I-20 for a CPT authorization on page 2.



Student Role

The student is responsible to confirm with ISSA that they are eligible to apply for CPT, obtain a job offer, maintain enrollment, apply for CPT work authorization, comply with CPT regulations and report any address and employment changes to ISSA.

Cost & Processing Time

There is no cost to the employer and sponsorship is not required. It takes 10-15 business days on average to obtain CPT authorization.

Limits on Hours per Week

There is no limit, but 12 months of full-time CPT eliminates eligibility for OPT. Part-time CPT employment does not affect eligibility for OPT. Students may be eligible for CPT more than once; however initial authorization is not automatic and must be approved on semester/term basis. F-1 students working outside of the start/end date of their CPT authorization, are considered engaged in unlawful employment.

For more information on employing international students, contact International Student Advising.



814-865-6348 Option 1



Issa-Adviser@psu.edu



tinyurl.com/ISSAEmployment



410 Boucke Bldg, University Park, PA 16802

This publication is available in alternative media on request.