

OFFICE *of*
GLOBAL
ENGAGEMENT

UtahStateUniversity®

Off Campus Employment – F-1

Off Campus:

All off campus work requires authorization from ISSS advisor prior to the start of work.

- **F-1:**
 - **Curricular Practical Training (CPT)**
 - **Optional Practical Training (OPT)**

Do not work or take an internship with an off-campus or non-USU entity without work authorization first

Learning Materials are found in the ISSS Portal Request Forms



CPT Request



OPT Request

Do not work or take an internship with an off-campus or
non-USU entity without work authorization first

Curricular Practical Training (CPT)

What is CPT-Curricular Practical Training?

- ▶ Work experience (internship) integral to an academic plan
 - ▶ Required for degree and on academic plan-of-study
- ▶ Student must be registered for internship **credit course** the semester CPT is used
- ▶ Authorized by USU
 - ▶ Modified I-20 showing authorization
 - ▶ Requires approved training plan

Do not work or take an internship with an off-campus or non-USU entity without work authorization first

Curricular Practical Training (CPT) Internship

**On or Off
Campus:**

**Fall and Spring
Semesters
20 hours a week**

**Summer/Annual
vacation semester
40 hours a week**

Student must be fully enrolled
during academic year

Are you eligible?

- ▶ Must be approved by supervising professor
- ▶ Student **must have been** a full-time F-1 student for 2 semesters (1 academic year) and be in status
- ▶ Grad students may participate before this period **IF the program requires an internship before this period**
- ▶ Authorization must be on I-20 prior to starting work

The process for CPT authorization

1. Speak to your academic advisor to be sure an internship is integral to your program
2. register for the internship course during the semester you will apply for CPT

The process for CPT authorization

3. Find an internship (we offer a letter for prospective employers in the CPT request materials)

When applying for internships –

"NO" you don't need a sponsor (USU is your sponsor)

"YES" you are eligible to work in the U.S.

(you will be eligible when you get your CPT authorized and get your new I-20 showing that)

The process for CPT authorization

4. Complete the CPT Training Plan and get all the required signatures from:

- ▶ Academic advisor
- ▶ Internship course professor
- ▶ Employer
- ▶ Graduate registrar (if a grad student)

The process for CPT authorization

5. Submit the CPT Request with all the required documents in the ISSS portal
6. Wait for your CPT request to be approved by your immigration advisor and pick up your new I-20

The process for CPT authorization

Do not begin your internship without this new I-20 showing CPT authorized.

Do not work beyond your CPT authorized dates.

Contact us:

brendan.lund@usu.edu

suzanne.mitri@usu.edu

Questions?

OFFICE *of*
GLOBAL
ENGAGEMENT

UtahStateUniversity®