



Curricular Practical Training (CPT) Office of International Affairs

Topic

- What is [CPT](#) (Internship/Coop)?
- CPT and Full-time Enrollment
- Eligibility and Process
- Department of Homeland Security F-1 Student Regulations and Academic Department Policies
- SSN and Taxes

What Do I Have to Know

Maintaining SEVIS Status is Student's Responsibility

- Understand the Rules/Policies
- SEVIS record - RCL, I-20 End Date, Change of Address
- Information [Sheet](#) for CPT/OPT/STEM OPT
- [Applying for Practical Training](#)

What Do I Have to Know

Beware of job offer phishing scams!

Legitimate-looking emails impersonating U-M faculty/departments may attempt to lure you with job offers to scam you out of money with fake check overpayments or try to steal your information.

Don't reply. Report to ReportPhish@umich.edu

Visit [Job Offer Scams](#)

Information is provided by [Career Services](#)

Definition

An employment which is an **integral part of an established curriculum**, including: “alternate work/study, internship, cooperative education, or any other type of **required internship or practicum which is offered by sponsoring employers** through cooperative agreements with the school.” Source: [8 CFR 214.2(f)(10)(i)].

Required CPT vs. Non-Required CPT

- Required CPT is when the academic program mandates practical work experience for all students in order to graduate.
- Optional (Non-required) CPT is work experience directly related to your field of study. CPT is not required for the Degree.
- CPT employment has to be related to the major.

Required CPT vs. Non-Required CPT

- CPT is not a requirement for many academic programs (including Ph.D. Programs) at UM-Dearborn.
- First year CPT is not allowed if it is not a program requirement.

Eligibility Criteria

- Be in lawful F-1 status
- Have been lawfully enrolled on a full-time basis while physically present in the US for two full consecutive semesters.
- Have U-M approved health insurance
- Only **prior** to the completion of your degree program
- Must have a **job offer** at the time of application
- CPT employment **may not delay completion of the academic program**

Full-time CPT vs. Part-time CPT

- Full Time CPT - 21 hours and more
- Part Time CPT – 20 hours and less

Maintaining a full course of study with CPT

- maintain full-time enrollment during fall and winter CPT
- summer CPT
- Without CPT, Full-time enrollment is 12 credit hours for undergraduate students, 8 credit hours for graduate students and 6 credit hours for Graduate Student Instructors and Graduate Student Research Assistants

Maintaining a full course of study with CPT

Full time CPT: CPT class (1 – 3 credits) + time work (21 or more hours) + courses minimum of 3 credit hours (check with Academic Adviser)

*CECS 1 Credit CPT Course ENGR 500 every semester

Part time CPT: CPT class (1 – 3 credits)+ time work (20 or less hours) + courses minimum of 6 credit (check with Academic Adviser)

*CECS 1 Credit CPT Course ENGR 501 every semester

Maintaining a full course of study with CPT

CPT and On-Campus Employment

12 months or more of **full-time CPT** (not part-time) will eliminate the eligibility for Optional Practical Training (OPT).

Department Policies vs. SEVP Regulations

Contact your academic department (internship office) regarding your department's specific guidelines and follow those guidelines for CPT applications. Please note that your department has discretion in recommending CPT.

Deadline for CPT applications for each semester

Generally is the same date of **add/drop deadline**.
“**Deadlines for CPT applications follow the campus registration Add/Drop deadlines. After the deadline, applicants must submit petitions to their department chair for approval and petitions have to be submitted within the first four weeks of the semester.**”

<https://umdearborn.edu/cecs/graduate-programs/advising-registration-and-forms>

CPT During Final Term

- You must be enrolled in required academic class.
- Physically present on campus

CPT and Unpaid Internships

Donating time with an organization whose primary purpose is charitable or humanitarian in nature without compensation.

CPT and Unpaid Internships

- Demonstrate a practical experience is part of the curriculum and field of study/major
- Report SEVIS and maintain status
- Working on an unpaid basis that would be paid position for the future

How to Apply for CPT

- Plan ahead
- Review the CPT [Workshop PPT](#)
- Receive CPT approval from the Academic Department
- Submit/Upload CPT Complete Request Packet to [M-International](#)* Portal**
- Allow 5 business days for process
- Email will be sent to you upon approval

* [Introductory Video](#)

** [VPN](#)

Documentation Needed to Apply (follow eForm instructions):

- CPT Request [Form](#)
- CPT Departmental Approval Form
- CPT Workshop
- Employment Offer Letter
- Unofficial transcript
- Registration Class Schedule

Offer of Employment Employment letter

- Letterhead
- Dates (start date/end date)
- Name of company, street address and City, State, zip code
- Remote arrangement

Approval

- Authorized by the DSO –Designated School Official
- Must have a new I-20 with the CPT noted to start the employment
- CPT is processed and authorized term by term
- CPT is authorized to work for a specific employer

Issues

Maintaining SEVIS Record is Student's Responsibility

- Change of Employer Issues
- Position Termination Issues
- Full-time or Part-time approval
- On-campus Employment
- U.S. Department of Homeland Security Address Notification Requirement

[Update address](#) with the University within 10 days of any change while in F-1 status

Health Insurance

<https://umdearborn.edu/offices/office-international-affairs/incoming-international-students-prepare-arrive/health-insurance>

Resources

- The OIA website: Work as an international student
<https://umdearborn.edu/offices/office-international-affairs/current-international-students/work-international-student>
- Study in the States CPT/OPT:
<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>
<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-optional-practical-training-opt>

Social Security Number

[Employer Responsibilities When Hiring Internationals](#)

[International Students and Social Security Number](#)

<https://www.ssa.gov/pubs/EN-05-10181.pdf>

Please watch MiVideo [Social Security Number for International Students](#)

Filing Taxes ([Glacier Tax Prep Software](#))

- The Internal Revenue Service (IRS) offers detailed information for [Foreign Students and Scholars](#).
- How to figure out if the student is a “resident alien for tax purposes,” which can differ from the student’s “nonresident” immigration status.
- Taxpayer Identification Numbers
- Employer’s withholding on students and scholars
- Income on foreign students and scholars
- Deductions for foreign students and scholars
- Other references

Source: [Study in the States](#)

Q & A