GUIDE TO HIRING INTERNATIONAL STUDENTS CURRICULAR PRACTICAL TRAINING (CPT)

What is CPT?

- Curricular Practical Training (CPT) is employment authorization for F-1 students during their course of study (pre-completion of degree) and is an integral part of their degree requirements.
- Off-campus work authorization for F-1 students who are currently pursuing degree programs at Seattle University and have completed one academic year (three quarters or two semesters). Or have been in F-1 status under the same SEVIS ID number for one academic year.
- CPT is for students receiving academic credit for employment.
- Employment must be related to the student's field of study and can be paid or unpaid.
- Typically issued for internships or short-term employment opportunities. An end date is required.

Duration of Employment

- Employment authorization is given on a quarter basis. It is helpful if the dates correspond with the start and end of the quarter, but it is not required.
- CPT may be extended or renewed with advanced approval. Please note the start date of CPT cannot be backdated so all paperwork must be received prior to the requested start date.
- Generally, students are limited to part-time (20hrs or less per week) during the Fall, Winter, and Spring quarters and full-time work (40 hrs per week) during the student's "summer or vacation" quarter.
- Some graduate students may be eligible for full-time CPT.

STUDENT'S ROLE

- Verify eligibility for CPT.
- Obtain academic department approval & enroll in concurrent academic courses as determined by academic department, if applicable.
- Submit complete (academic letter, offer letter, and proof of enrollment) CPT application to ISC prior to beginning employment.

Processing Time	Proof of Authorization
2-5 business days prior to beginning employment. However, it could be up to a week to get faculty approval or to register for the class credit.	- A new CPT I-20 listing the authorized employer, address, dates of the authorization, and whether part-time or full-time employment has been granted on pg. 2. - Work cannot begin until the student obtains authorization.

EMPLOYER'S ROLE

- Provide the student with an offer of employment.
- Request a copy of the CPT I-20 from the student for I-9 purposes.
- There is no cost to the employer
- The CPT application is the responsibility of the student.

GUIDE TO HIRING INTERNATIONAL STUDENTS
OPTIONAL PRACTICAL TRAINING (OPT)

What is OPT?

- Optional Practical Training (OPT) is employment authorization for F-1 students most often after they have completed their academic program (post-completion) but occasionally can occur pre-completion.
- Employment must be related to the student's major field of study and can be paid or unpaid.
- Recommended by ISC and authorized by United States Citizenship and Immigration Services (USCIS) based on student's petition for benefits.

Duration of Employment

- Typically, 12 months of employment are granted.
- Designated STEM majors working for eligible employers may extend for up to two years.
- Full-time employment is allowed.

STUDENT'S ROLE

- Verify eligibility for OPT. Submit a complete and timely OPT application to USCIS in order to obtain approval prior to beginning employment.
- Report employment to ISC.
- Ensure work is related to field of study.

Processing Time	Proof of Authorization
- The typical time from submission to approval by USCIS is 6 - 8 weeks. - Students may apply as early as 90 days prior to and as late as 55 days after program completion as long as they have not physically departed the U.S. and ended their F-1 status.	- Employment Authorization Document (EAD card/Form I-766) indicating start and end dates of work authorization. - Student must have EAD card in order to begin work and have reached their OPT start date. - Student must also receive updated I-20 with OPT approval and the authorized employer, address, dates of the authorization, and whether part-time or full-time employment has been granted.

EMPLOYER'S ROLE

- Request a copy of the EAD from the student for I-9 purposes
- There is no cost to the employer and the OPT application is entirely the responsibility of the student
- Students can be approved for OPT without an offer of employment