



International Student  
& Scholar Services  
FLORIDA INTERNATIONAL UNIVERSITY



# Curricular Practical Training Workshop (CPT)

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# IMPORTANT

**DO NOT** begin an off-campus internship before checking with ISSS and receiving your CPT authorized I-20.

**Programs accept a limited amount of credits toward a student's degree audit; In most cases, a student will be limited to one CPT authorization.**

**CPT is for academic purposes and practical training- the school's curriculum governs CPT not the student's desire for employment.**

**Authorization of CPT is at the discretion of ISSS. CPT will not be authorized in situations where Pre- Completion Optional Practical Training is more appropriate for training to be done prior to completion of degree.**

**CPT is employment that is performed for academic credit (part of FIU's school curriculum and appropriate for your degree level) that is required from all students as part of the academic plan or program.**

### **How to earn CPT:**

When you have been **enrolled full time for two semesters**, you are eligible for CPT. If you do a restart I-20, you are starting over from zero, even if you are not in your first semester academically. .

### **How to apply for CPT:**

When you have an internship offer, meet with your academic advisor and complete the recommendation form. When you have gathered all the documents from the CPT checklist, you may apply with the ISSS office for approval.

You must be enrolled enroll in one of the following courses:

- Required internship, practicum, student teaching or field experience
- Optional internships for credit (MUST be in student's major or program of study)
- Cooperative (Co-op) education programs for credit (MUST be in student's major or program of study)



# GRADUATE STUDENTS

## REQUIREMENTS

If your internship or co-op is not required under your curriculum, you may request CPT only under the following conditions:

- You are registered for a graduate-level Internship or Co-op course in your program.
- You are requesting CPT during the coursework segment of your program.

## IMPORTANT

Ph.D. students and students enrolled in a Master's with thesis option are **INELIGIBLE** for CPT if they have completed all coursework and are registered for thesis or dissertation credits only.

## IMPORTANT CONSIDERATIONS

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- In order to be approved/qualify for CPT, a student must have been registered full time for two consecutive semesters/terms.
- CPT may be authorized for either part-time or full-time employment. Once authorization is granted, CPT hours may not be changed.
- Students who receive CPT authorization during Fall and Spring semesters **MUST** remain enrolled for a full-time course load even if CPT is authorized for full-time.
- CPT is authorized for a specific employer, location and academic term only.



## CPT – Important Considerations

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- CPT is restricted to locations in south Florida because USCIS requires physical presence at FIU during the fall and spring semesters
- Continuing Students: Summer internships may be in other geographical locations in the US
- **EXCEPTION – summer graduation: CPT is restricted to locations in South Florida**

## IMPORTANT CONSIDERATIONS

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- Remember that once CPT authorization is granted, it CANNOT be cancelled, rescinded, revoked, or changed. Authorization cannot be retroactive.
- If you are registered for an internship course that is 1 or 2 credits, the approval will be granted for part-time work only.
- Fall and Spring semester CPT is authorized for Miami area only, unless your offer letter specifies the internship will be remote.
- If a change of employer is necessary, the student must resubmit the CPT application (by appointment). The authorization period and hours/week will NOT change; only the name of the employer and site can be changed.
- ALL authorized CPT is counted and recorded in SEVIS regardless of whether the student worked or not.

**A STUDENT WHO ENGAGES  
IN 12 MONTHS OF  
FULL-TIME CPT WILL LOSE  
ELIGIBILITY FOR OPT.**

**DO NOT BEGIN WORK  
WITHOUT THE REQUIRED  
ISSS AUTHORIZATION.**



# Social Security Number for Employment

- You may need to apply for a Social Security Number (SSN) if you do not already have one in order to pursue your internship, especially for a paid position.
- The Social Security Administration (SSA) issues an number by which to mark people in the Social Security system. This number also serves as a major identification number for U.S. citizens, permanent residents ("green card" holders), and legal non-immigrants who are working in the U.S. Obtaining an SSN is very restricted and highly regulated. You will not be eligible to apply until after you have found and received authorization for employment. Application processing usually takes about two weeks but under unusual circumstances may take as long as 30-90 days.

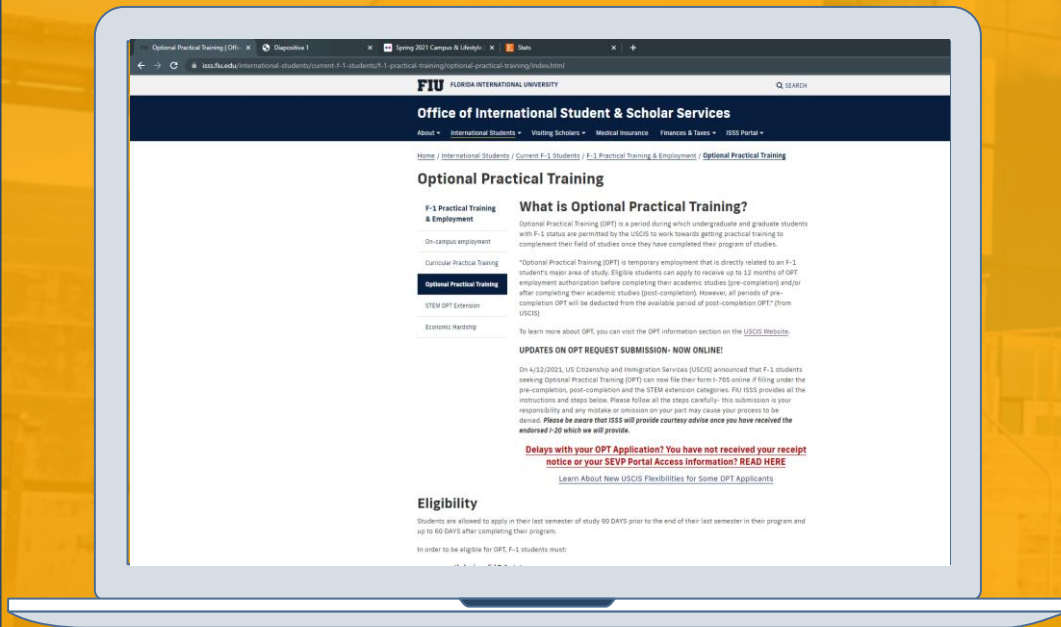
If you have been authorized for CPT, you must bring the following documents to a local SSA office in order to apply for an SSN:

- I-20 showing CPT authorization on page 2
- Passport, visa, and Form I-94 (all immigration documents)
- Letter from the employer offering the internship opportunity which includes the company's Employer Identification Number

# Application Checklist

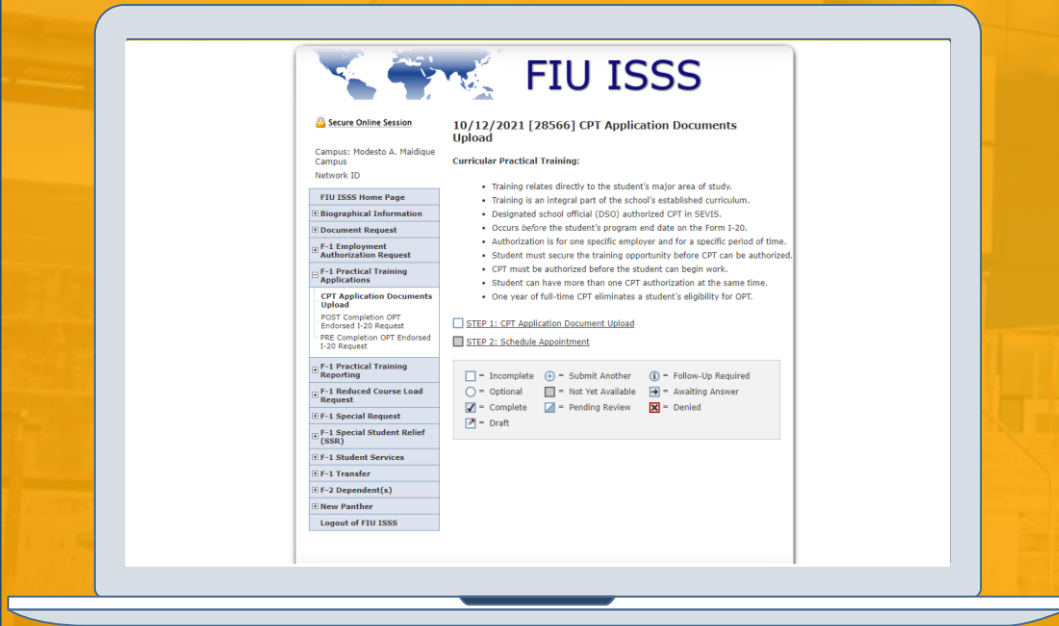
**Ensure you have the complete application packet with you when you submit the e-form. The CPT application documents are:**

- CPT Authorization Request Form completed and signed by your Academic Advisor o Hospitality Management majors completing Basic Training only: CPT Authorization Request Form for HM Basic Training
- Registration schedule showing Internship or Co-op Course offered within your department/major
  - Undergraduates: At least a 3000-level internship or co-op course
  - Graduate students: At least a 5000-level graduate internship or co-op course
- Internship Offer Letter from the company or institution hiring you or, if placed at an internship site by your academic department/internship coordinator, a letter on department letterhead signed by your internship coordinator. Job title, duties, location, specific dates and job type (FT or PT) should be added in your offer letter. \*Please note that employment cannot start or end before your internship or Co-op course. \*
- Completed “Curricular Practical Training Workshop Acknowledgement”-(Confirmation E-mail)
- a photo of your original, VALID, machine-readable passport
- Form I-94 (found at [www.cbp.gov/i94](http://www.cbp.gov/i94))



Want to stay informed?  
Follow the CPT guidelines and  
support information on our  
website.

# ISSS Portal



Use the ISSS portal to upload CPT application documents



**CLICK HERE**

**Take the CPT quiz.**

**The confirmation email you receive upon completion of this quiz is one of the required documents to submit to ISSS.**