**WHAT IS CPT?**

> Curricular Practical Training (CPT) is temporary authorization for “practical training” directly related to one’s major field of study.

> “Practical training” can include internships (paid or unpaid), co-ops, practica, and employment.

**CPT ELIGIBILITY**

> Completion of 3 full-time quarters

> Declared in a major

> Enrolled “full-time”, except during:
  - Annual vacation quarter
  - Final quarter of study

> Internship must be either:
  - A mandatory program requirement, OR
  - Tied to a credit-bearing course.

**CPT COURSE CREDIT**

> Must earn one academic credit for each quarter of internship participation (unless internship is required by academic department).

> Cannot be enrolled only in CPT-related credits in final quarter of study.

> Must earn credit through your department.

> Policies for graduate students may be different; see an ISS adviser.

**CPT LIMITATIONS**

> Part-time CPT – 20 hours per week or less
  - Can apply for unlimited quarters of part-time CPT.
  - Positions with widely varying hours each week are discouraged.

> Full-time CPT – more than 20 hours weekly
  - Use of 12 months full-time CPT eliminates OPT eligibility.
  - May have CPT-authorized internship and campus job simultaneously.

**CPT APPLICATION PROCESS**

> Review CPT information and instructions
  - Attend a CPT info session at ISS.

> Complete the student section of the online CPT application on the ISS website
  - It will then be routed to your academic department adviser for approval
  - The department will forward to ISS
  - ISS needs 7-10 business days for processing.

> If you qualify for CPT, your ISS adviser will issue a new Form I-20.

> Apply for a Social Security Number after receiving CPT I-20 (but no sooner than 30 days prior to starting internship).

**KEY RESOURCES:**

> International Student Services Office – advisers, website, info sessions, application (iss.washington.edu)

> Internship website – video and handouts (careers.uw.edu/internships)

> HuskyJobs – 1700 internships posted annually (careers.uw.edu/jobs)

**KEY THINGS TO KNOW:**

> Internship must be directly related to major.

> Internship must be tied to either 1) credit or 2) major requirement.

> You must receive an internship offer before applying for CPT.

> Speaking to an ISS adviser or attending a CPT info session is highly encouraged.

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**NOTE:** This information is not legal advice and regulations periodically change. Please consult an ISS adviser.