

## **CURRICULAR PRACTICAL TRAINING (CPT)**

### **Eligibility:**

1. Must be in F-1 status and have completed two full time semesters of non-ESL courses.
2. Must be enrolled in an Internship or Cooperative Education course for degree credit.
3. Must meet the requirements of the Internship or Cooperative Education class, see below.

### **Available Time Period:**

1. Work dates will be the same as the semester dates of the class or as required by the class.
2. Maximum work hours: Full time during summer vacation when school is not in session;
  - a. Part time during school sessions, training cannot exceed twenty hours per week;
3. Work may begin up to 30 days before the beginning of the semester if required.  
\*\*\* If you complete 12 months of full time CPT you will lose the opportunity for OPT (Optional Practical Training).

### **Application Procedures:** (to apply for Authorization to be printed on your I-20)

1. Select a qualifying Internship Course. See an Academic or Department counselor. For example:
  - a. Students in ANY major may qualify for Cooperative Education internships (COED 260/261)
  - b. Department Internships (ex: CMAP/CMSC/NWIT269 or HMGT290) are ONLY for that major
2. Work with the Internship's Faculty Supervisor to find a job and complete all the application procedures to register for the course. You may get a "Letter for Potential F-1 Internship Employers" from the International Coordinator to help you get the job.
3. Register and pay for the course. **You must complete all course requirements/assignments!**
4. Have the Faculty Supervisor of the internship course write a letter to the International Coordinator's Office containing the following information:
  - a. Student's Name and MC ID number (not Social Security Number)
  - b. Name and Number of the Internship Course (ex. COED260)
  - c. Semester and Exact work dates when the work will take place
  - d. Job title and brief description of duties to be performed
  - e. Name and address of the Internship (job) site.
  - f. Name of the work supervisor at the internship site (if available)
  - g. Name, title, and contact information for the Faculty Supervisor.
5. Have a copy of the Faculty Supervisor letter mailed or emailed to the International Coordinators and have a copy for yourself.
6. Make an appointment with a Coordinator and bring your current I-20, proof of registration in the Internship Course, and your copy of the letter from the Faculty Supervisor.
7. You will receive a **NEW I-20 from the International Coordinator** noted with your CPT.  
\*\*You may request a "Letter for F-1 Internship Employers" if you did not get one (see #2)
8. You may use your new I-20 to begin working, however, if you do not have a Social Security Number you should apply for one as soon as you receive your CPT I-20.

### **Important Points To Remember:**

1. **You must keep your address and telephone number current** with the International Office.
2. Plan the internship course with your academic counselor to complete it before you graduate.
3. Many internship Faculty Supervisors can help you to find the right job for the internship OR all students can use the Student Employment Services offices on their campus.
4. There is no application fee for CPT, but, you must pay tuition for the course credit and complete the class.
5. You may NOT begin working until you have your CPT I-20.
6. You, and your employer, do NOT PAY Social Security or Medicare taxes. Please see [www.irs.gov](http://www.irs.gov) for information about paying taxes for F-1 students. See <http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>
7. You MAY legally begin working while your Social Security Card is in process. The Social Security Administration can issue you a receipt to show you have applied for the card. You need the company's EIN (Employer Identification Number for tax purposes).

**Call (240) 567-5043 for appointments or email [I20questions@montgomerycollege.edu](mailto:I20questions@montgomerycollege.edu)**

**BEFORE YOU BEGIN WORKING**

**THE INTERNATIONAL STUDENT COOPERATIVE EDUCATION AND INTERNSHIP (CO-OP) PROCESS**

1. Obtain pre-approval from your International Student Coordinator that you meet immigration requirements to participate in a paid off-campus work program.

Complete a Cooperative Education and Internship Application and submit it to the Cooperative Education and Internship Office by fax, mail, or email. (Applications available on-line at: <http://cms.montgomerycollege.edu/coop> or call the Co-op Office 240 567-1360).

2. Register for the COED260 course **after** the Cooperative Education and Internship Office has completed a registration override for you.
3. Submit the following information to Cooperative Education staff:
  - a. Name of your International Student Coordinator at Montgomery College
  - b. Your main campus
  - c. Your major
  - d. Name of company
  - e. Full address of company (including suite number and zip code)
  - f. Supervisor's name
  - g. Supervisor's phone and email address
  - h. Your proposed job title
  - i. Your duties (brief description)
  - j. Your M Number (Student ID Number)

The information above (in section C) will be included in a letter sent to your International Student Coordinator by the Co-op Office.

4. Visit your International Student Coordinator's office after the letter has been sent from the Co-op Office. Have your I-20 Form processed by your International Student Coordinator **before you begin working**.

International students in the Co-op and Internship Program are **not working legally** until:

- a. A letter is sent from the Co-op Office to the International Student Coordinator
- b. Your I-20 Form is processed by your International Student Coordinator.

If you begin working before you have obtained a properly processed I-20 Form from your International Students Coordinator, you will be in violation of Homeland Security regulations. It is your responsibility to make sure these procedures have been followed before you begin working. Students interested in working during the summer should clarify the number of hours they can work with their International Student Coordinator.

**\*\*This information was provided by the Cooperative Education office. Please contact them directly with questions about information on this page.**