

Authorization Type: Curricular Practical Training [CPT] for internships, co-op programs, and work experience for credit

Available to: Students with F-1 visa status who have not completed their degree programs.

Maximum Duration of Authorization: No maximum, however 11+ months of full-time CPT will make a student ineligible for OPT.

Hourly Limit: During semester 20 hrs/week, during breaks 20+ hrs/week

Documentation from Employer: To receive this authorization the employer must provide an offer letter on letterhead stating the following:

- Specific start and end dates of the internship/co-op
- Number of hours per week
- Address of the workplace
- Amount of compensation
- Job description
- The name of the supervisor during the internship/co-op
- Documentation from the Academic Department
- Statement that the work noted by the employer is appropriate for the awarding of academic credit for the course in which the student has enrolled
- Specific dates the student will be allowed to work to receive credit
- The name of the supervising faculty member

Authorizing Agent: Montgomery College Office of International Students

Processing Time: 2 business days maximum

Documentation Showing Work Authorization: The student will receive a new I-20 which will indicate they are approved for CPT. Notation of both the employer and authorized work dates will show on page 2 . This notation officially documents their employment eligibility.

For the purposes of completing the I-9 form, the 11-digit Admission/Departure number from the I-94 card should be entered in the space allotted for the Alien Registration (Green Card) number.

Students are legally permitted to work while a Social Security Card is being processed. The Social Security Cards, which include the notation "Valid for Employment with DHS authorization", can be used with the notation on the form I-20 for CPT. Students cannot APPLY for the Social Security Card and Number until they have received their CPT Authorization on the form I-20. With that authorization they are eligible for a SSN, any delay would be from government database issues outside of the student's control.

Please also be aware that F-1 students and their employers are EXEMPT from Social Security and Medicare taxes. Visit **Foreign Student Liability for Social Security and Medicare Taxes** for details.