

# CURRICULAR PRACTICAL TRAINING (CPT)

For Students on F-1 Visa – During degree program



## WHAT IS IT ?

- Off-campus work authorization for F-1 students who are currently pursuing degree programs at Seattle University
- Employment must be related to student's field of study
- Typically issued for paid internships
- Authorized by Seattle University International Student Center

## DURATION OF EMPLOYMENT

- Employment authorization is given on a quarter-by-quarter basis
- CPT may be extended or renewed with advance approval depending on the student's academic credit situation
- Generally, students are limited to part-time (20 hours or less per week) during Fall, Winter, and Spring quarters and full-time work (40 hours per week) during Summer quarter
- Some graduate students may be eligible for full-time CPT during Fall, Winter, and Spring Quarters

## PROCESSING TIME

- 1-2 weeks upon receipt of an employment offer letter

## STUDENT'S ROLE

- Verify eligibility for CPT
- Obtain academic department approval and enroll in academic course as determined by academic department
- Submit complete CPT application to Seattle University International Student Center at least three (3) business days prior to beginning employment

## EMPLOYER'S ROLE

- Provide student with an offer letter of employment including job title, dates of employment (start and end dates), number of hours per week, location of employment, and detailed description of responsibilities
- Request a copy of the CPT I-20 from the student for I-9 purposes
- There is no cost to the employer and the CPT application is entirely the responsibility of the student

## PROOF OF AUTHORIZATION

- A new CPT I-20 listing the authorized employer, address, dates of authorization, and whether part-time or full-time employment has been granted
- Work cannot begin until student obtains authorization



# OPTIONAL PRACTICAL TRAINING (OPT)

## For Students on F-1 Visa – After degree program

### WHAT IS IT?

- Employment authorization for F-1 students who have completed all coursework for their academic program
- Employment must be related to student's major field of study and can be paid or unpaid
- Recommended by Seattle University International Student Center and authorized by United States Immigration Services (USCIS) based on student's petition for benefits

### DURATION OF EMPLOYMENT

- Typically, 12 months of employment are granted
- Full-time employment is allowed

### PROCESSING TIME

- Typical time from submission to approval by USCIS is 90 days
- Students may apply up to 90 days prior to and up to 60 days after program completion

### STUDENT'S ROLE

- Verify eligibility for OPT
- Submit complete and timely OPT application to USCIS in order to obtain prior approval to beginning employment
- Report employment to Seattle University International Student Center (<https://www.seattleu.edu/isc/>)
- Ensure work is related to field of study

### 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
- Student can be approved for OPT without an offer of employment

### PROOF OF AUTHORIZATION

- 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

For more information about CPT and OPT, visit <https://www.seattleu.edu/isc/current--students/cpt-and-opt/>

*Adapted from UC Berkeley's U.S. Employer's Guide to Hiring International Students*