

## Curricular Practical Training Information for F-1 International Students at UTC

Curricular Practical Training is temporary work authorization for off-campus employment that is an integral part of an established curriculum and directly related to an F-1 student's major area of study. To apply for CPT, complete the CPT request form and fulfill the necessary requirements with help from your academic advisor and employer. After you are approved for CPT, your DSO will issue a new Form I-20 showing that you have received work authorization.

### Types of CPT

CPT may be used to satisfy an elective requirement in a student's major field of study OR may fulfill a graduation requirement for the student's degree program.

### CPT Regulations

CPT is required if an internship is off-campus and the employer is affiliated with the University but does not provide direct services to students, OR the internship is located on campus but offered through a third party that does not provide direct services to students.

CPT is employer-specific; you may only work for the employer listed on your I-20. If you change employers while on CPT or work for multiple employers during a semester, you will need to notify your Designated School Official and submit a separate CPT application for each.

CPT that is physically located outside of the state of Tennessee is allowed only during vacation semesters. Exceptions may be made for graduate thesis students or doctoral students on a case-by-case basis.

For graduate (master's and doctoral) students, enrollment in thesis credits may be accepted for CPT authorization as long as the employment is directly related to the student's thesis research project. In this situation, enrollment in thesis credits may take the place of the internship course. Verification from an advisor or professor is required.

When you enroll at the graduate level, your Designated School Official may authorize CPT during your first semester if your program requires a work or internship experience.

CPT can be part-time (20 or fewer hours per week) or full-time (more than 20 hours per week). If you accrue 12 months or more of full-time CPT, you will be ineligible for OPT. However, no amount of part-time CPT will have this effect.

If you are authorized for part-time CPT, any on-campus employment and your CPT together cannot amount to over 20 hours of work a week, while school is in session. If you are authorized for full-time CPT, you should not have any additional on-campus employment, while school is in session.

Traditional volunteer work (e.g., helping at a church, soup kitchen, homeless shelter, etc.) does not constitute CPT.

### Contact Information

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