



Off-Campus Employment for Curricular Practical Training (*Internships and Co-Ops*)

An F-1 student may be authorized to participate in curricular practical training (CPT) which is an integral part of an established curriculum. CPT may be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. *To be approved for CPT, (1) the student must receive academic credit for the employment and (2) the program must be listed in the University catalog with the assigned number of credits. There must also be a course description with a clearly defined course objective.* Most internships are for one term and are arranged with your academic advisor. Off-campus employment which is related to your major and may continue for more than one term should be arranged as a co-op through Career Services (912-478-5197).

Students are not limited in the amount of CPT they may utilize. However, students who participate in one year or more of full-time CPT (20 hours or more per week) are not eligible for Optional Practical Training (OPT). Students must be in lawful F-1 status for at least a fall and spring semester before they are eligible for CPT. The one exception to the nine-month in-status requirement is if the student is enrolled in a graduate program that requires immediate participation in CPT. Designated School Officials (DSOs) may approve CPT after verifying student eligibility. However, CPT is employer specific, so the job must be arranged before CPT authorization can be given.

To apply for CPT, the student must do the following:

- Receive a **job offer** through the academic advisor or the co-op coordinator;
- Obtain a job-offer **letter** on *company letterhead*
 - which provides a *job description*,
 - states the *address* where the work will be done,
 - the *beginning and ending dates* of the proposed employment,
 - and the *number of hours* per week to be worked;
- request that an **E-mail** be sent to the PDSO
 - from the *academic advisor* verifying that
 - the internship employment is directly related to the academic program,
 - that academic credit will be received,
 - place of employment, and
 - beginning and ending dates of employment,
 - OR from the *co-op coordinator* verifying that
 - the job offer is part of an established co-operative program,
 - place of employment, and
 - beginning and ending dates of employment; and
- schedule an **appointment** (about 15 minutes) with the DSO *before* beginning work.

This is provided for general information. The PDSO should be contacted for answers to specific questions.

Tanya G. Grubbs, PDSO/RO/Immigration Specialist
Int'l Programs & Services/Cntr. for Int'l Studies
Forest Dr. Bldg. Rm. 1322
Phone: 912-478-7435
Fax: 912-478-0824
tgrubbs@georgiasouthern.edu