

March 15, 2012

ISSI form 151: A guide to curricular practical training for students in F-1 status

International Student & Scholar Institute, Northeastern University

Recommended Citation

International Student & Scholar Institute, Northeastern University, "ISSI form 151: A guide to curricular practical training for students in F-1 status" (2012). *ISSI Forms*. Paper 13. <http://hdl.handle.net/2047/d20003986>

This work is available open access, hosted by Northeastern University.

A Guide to Curricular Practical Training (CPT) for Students in F-1 Status *Authorization for Co-ops, Internships, Practicums, Clinicals and Corporate Residencies*

Curricular Practical Training (CPT) is a benefit of being an F-1 student and is authorized by the ISSI. CPT is a **required** or **integral** part of an academic program and occurs before the completion of a program of study.

- At Northeastern, the most common form of CPT is co-op. However, CPT authorization must be obtained for **each and every co-op, internship, practicum, clinical and corporate residency, or any other experiential training, whether on or off-campus.**
- CPT can be either **FULL-TIME** (20+ hours/week) or **PART-TIME** (20 hours/week or fewer)
- CPT can be either **PAID** or **UNPAID**. Authorization is required regardless of compensation!
- CPT is employer **LOCATION** and **DATE** specific. The employer's name and address, and the precise start and end dates must be authorized in advance by the ISSI in SEVIS.
 - ⚠ **Students cannot start employment prior to obtaining CPT authorization from the ISSI.** Working for even one day outside of the dates authorized by the ISSI is a violation of student status. Any orientation or training days must be authorized by the ISSI.
 - ⚠ Any extensions, cancellations, or changes to the dates or employer must be first approved by the Co-op Coordinator or Academic Advisor and then authorized by the ISSI **prior** to the change.

Eligibility for CPT

The student must be in valid F-1 status for CPT. **F-1 undergraduate students** must have completed at least **one academic year** in order to receive authorization for CPT. All students must comply with their college requirements and policies concerning the timing of eligibility for any co-op or other experiential training.

Consequences of Unauthorized Employment

Unauthorized employment, i.e. co-op or CPT, will place the student in serious violation of his or her F-1 status. According to immigration regulations, students who have their SEVIS record terminated for engaging in unauthorized employment are not eligible to apply for reinstatement. In order to regain student status, the student may need to leave the U.S. and re-enter the country in valid F-1 status. However, there are no guarantees that a student will be successful in re-acquiring status.



Curricular Practical Training (CPT)'s Influence on Optional Practical Training (OPT)

If an **F-1 student** has engaged in 52 weeks or more of co-op or full-time CPT within the U.S., he/she is **NOT** eligible for OPT. For more information on OPT, see *An International Student's Guide to Optional Practical Training: ISSI Form 202* available at the ISSI or on the ISSI website. www.northeastern.edu/issi/

Social Security and Employment Authorization

⚠ A Social Security Number does NOT constitute work authorization.

All paid employment in the U.S. requires a Social Security Number. If a student does not already have a Social Security Number, s/he can apply for one after obtaining CPT authorization from the ISSI. A student is not eligible to apply for a Social Security Number more than 30 days prior to starting training. Further information on how to obtain a number is available at the ISSI (see Form 111). Please keep in mind that it may take 2 to 4 weeks to receive a Social Security Number. Additional information on obtaining a Social Security Number can be found at www.ssa.gov.

International Co-ops for International Students

F-1 students can participate in international co-ops. S/he must still complete the ISSI Form 152 with the appropriate signatures and get approval from the ISSI. The student must also contact the International Co-op Office if engaging in a co-op outside of the United States.

Generally, the time that an F-1 student spends on international co-op will not affect OPT eligibility. It is likely that no CPT will be used while the student is working outside of the United States.

Taxes

All international students must file taxes. Please check the ISSI website during the month of February each year for additional resources. You can also refer to <http://www.irs.gov> for additional information.

Federal, state and local income taxes must be withheld from the pay of international students in F-1 status unless they are exempt by the provision of a tax treaty (see IRS Publication 901, U.S. Tax Treaties). F-1 students are NOT subject to Social Security (FICA), Medicare, or Federal Unemployment (FUTA) deductions, if claiming non-resident status for tax purposes.

The ISSI is not able to give advice on tax issues.



How to Receive CPT Authorization

There are several steps for international students to obtain authorization for co-op or other types of CPT. Authorization from the ISSI can only be granted after a position has been obtained and has been approved by the student's Co-op Coordinator or Academic Advisor.

Step 1

The student must complete the appropriate CPT authorization form along with his/her Co-op Coordinator or Academic Advisor. The following forms can be found on the ISSI website:

- **ISSI Form 165:** *CPT (Co-op and Internship) Application Form for CPS Students*
- **ISSI Form 152:** *Co-op Application Form for International Students*
- **ISSI Form 105:** *Internship (CPT) Form for International Students*

Students must be registered for the appropriate course registration for the training experience prior to seeking authorization from the ISSI.

Step 2

The student must bring the completed **ISSI Form 165, ISSI Form 152 or ISSI Form 105** along with the following documents to the ISSI:

- Passport (valid)
- Form I-94 (white card in passport)

The ISSI Co-op Specialist will examine the student's documents to determine whether or not the student is eligible to participate in CPT. The Co-op Specialist will issue an authorized student the following documents:

- I-20 with CPT endorsement on page 3
- Work authorization letter
- I-9 & W-4 instructions & E-Verify information
- Copy of agreement on Form 165/Form 152/ Form 105
- Instructions for applying for a Social Security Number (if necessary)

Step 3

The student must pick up the documents from the ISSI.

Student must have CPT authorization prior to work experience, and must collect the above documents from the ISSI prior to CPT start date.

 Reminders: Any changes of address must be updated on a student's MyNEU account within 10 days. Students should always keep their current and all previously-issued I-20s.