

Curricular Practical Training (CPT)

v

International Students who have completed one academic year (fall, interim, and spring) of study in the U.S. are eligible to apply for off-campus employment authorization.

St. Olaf international students are required to register for a credit-based Academic Internship/Independent Study in order to participate in CPT. Students must have an internship/research offer before applying for CPT and must have CPT authorization before they begin working.

The employment must be [directly related to the student's major](#). If a student wishes to change jobs during the authorized period of employment, the student must go through the entire process again and re-apply for CPT. If the student is offered multiple opportunities, they must complete the academic internship learning agreement in Handshake for each position/employer, but only need to register for one .25 internship credit.

Simply not getting paid does not exempt you from the need for CPT. However, CPT may not be required for "legitimate" volunteering activities that are altruistic in nature and for which you are donating time with an organization whose primary purpose is civic, charitable, or humanitarian in nature. If you are paid or reimbursed in any way for your time, you will need CPT.

The [Academic Internship Process](#) is on the Piper Center website. (Internships & Research Opportunities → Getting Academic Credit for an Internship)

CPT Application Process

1. Secure An Internship, Job, Or Research Position

Utilize the Piper Center to learn about internship opportunities and prepare your application materials. The role must be [directly connected to your major](#) field of study.

2. Identify the Process for Getting Academic Credit for an Internship (Academic Internship)

a. **Summer Internships:** Most students should select the **Internship Reflection Seminar** option in Handshake. Students choosing .5 or 1.0 credits will need to identify a faculty supervisor (see step 2b below). There is no limit to the number of hours you can work with full-time CPT authorization.

b. **Fall or Spring Semester Internships:** **Identify a faculty supervisor in your major.** Choose the **traditional academic internship** option. Work with your faculty supervisor to identify specific academic requirements that you will submit in the academic internship process. Students are limited to 20 hours per week of employment in total, inclusive of both on- and off-campus employment.

c. **Interim Internships:** Most students should select the **Internship Reflection Seminar** option in Handshake. This will register you for 1.0 credit hours. Students do also have the option of completing a traditional academic internship (see step 2b above). You can NOT do a class and an internship at the same time. Students must complete at least 120 hours (~30/week) hours in the internship during interim.

International Students should keep ALL Form I-20's! Never throw an I-20 away!

Every effort has been made to update the information above, however things are subject to change without notice. Please be in contact with Bryan Shealer for accurate, timely information about your specific situation.

Document Last Updated: February 6, 2023

Curricular Practical Training (CPT)

3. “Request An Experience” In Handshake

If you have questions about Handshake, please ask Bryan Shealer or Marietta Ruppe from The Piper Center. After you request an experience, your information will be reviewed by the Piper Center. Your site and faculty supervisors will then receive emails requesting that they approve of your experience.

4. Contact Your Site Supervisor To Notify Them Of Your Academic Internship Request.

Site supervisors will receive an email directly from Handshake. Make sure they are expecting this email and to check their spam folders. They must first review and approve the internship before the approval process moves forward.

After your site supervisor, faculty supervisor, Megan Carmès, and the Piper Center have approved your experience, the **Registrar’s Office will add the internship & reflection seminar enrollment in SIS** and send you an email confirmation. You are not done with the CPT authorization yet...

5. Make Sure You Have An Offer/Employment Letter From Your Employer

The offer letter should be signed and written on letterhead. It must include all of the following details:

- Your legal name
- Dates of employment
- Paid or unpaid
- Number of hours per week
- Address of the employer and where the work will happen
- A brief description of your duties/responsibilities

6. Request CPT Authorization

Share the offer/employment letter mentioned above to complete your CPT Authorization. You will then receive a new Form I-20 showing CPT authorization for the specific employer, location, and dates.

7. Pick-up your new I-20 with CPT Authorization

You will provide this I-20 to your employer when completing the I-9 Form (Employment Eligibility Verification) and W-4 (tax form) with your employer. It is your responsibility to cease working after your CPT authorization expires. Please do not rely on you employer to remind you of this.

International Students should keep ALL Form I-20’s! Never throw an I-20 away!

Every effort has been made to update the information above, however things are subject to change without notice. Please be in contact with Bryan Shealer for accurate, timely information about your specific situation.

Document Last Updated: February 6, 2023