



INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAI'I AT MĀNOA

2600 Campus Road, QLCSS 206, Honolulu, HI 96822 • Phone: (808) 956-8613 • Fax: (808) 956-5076
Website: www.hawaii.edu/issmanoa

CURRICULAR PRACTICAL TRAINING (CPT) PROGRAM FOR F-1 STUDENTS

CPT is work authorization issued by the ISS for a student to work in his/her field of study before completion of program. CPT may be part time (up to 20 hours/week) or full-time (more than 20 hours/week). There is no limitation on part-time CPT, but *full-time CPT of 12 months or more will result in the student losing eligibility for post-completion Optional Practical training (OPT)*. The ISS is responsible for approving eligibility for CPT. However, it is the student's responsibility to comply with all F-1 immigration regulations and to consult with an ISS advisor whenever the employment situation changes.

Summary of Eligibility / Criteria

CPT may be a requirement or an elective but in either case must be integral to the student's curriculum. Undergraduate students must have been in the U.S. in F-1 status for at least 9 months, have declared a major, and be in good academic standing. **Exception:** If a graduate program requires its students to engage in training prior to the completion of one full academic year, they may begin CPT before being enrolled for one year. This exception only applies to graduate students.

CPT may be approved by ISS under one of the following:

1. **Required CPT:** A compulsory internship/field practicum to fulfill degree requirements.
2. **Elective CPT:** An internship or practicum course within the field of study. This work permission is typically limited to the semester the student is enrolled in a course requiring the employment.

3. Cooperative Education placement (COOP) is offered through Center for Career Development and Student Employment (CDSE).

Requirements include the following:

- a. Complete at least 25 credits, including transfer credits.
(not applicable to graduate students)
- b. Obtain a cumulative GPA of 2.0 for undergraduates or 3.0 for graduates
(may be higher as required by the employer)
- c. Commit to work for two consecutive semesters. The student must have at least two semesters remaining before degree completion.
- d. Meet with a career counselor to review your COOP options and application procedures.
- e. Complete on-line orientation at the following: http://cdse.hawaii.edu/coop_index.php
- f. Get signatures of both the academic department and the CDSE Coop Counselor.

Note: Some majors may require course enrollment.

Documents required to process CPT requests:

For required CPT:

- Documentation of the requirement for practical training from academic advisor on department's letterhead
- Letter/job offer from prospective employer on company's letterhead

For elective CPT:

- Documentation of the requirement for off-campus employment from academic advisor on department letterhead and/or course syllabus.
- Letter/job offer from prospective employer on company's letterhead

For COOP CPT:

- CDSE advisor endorsement

Employer Letter must include:

- 1) Company letterhead
- 2) Place of employment
- 3) Job title and position # (for on-campus employment based on overload approval)
- 4) Number of work hours/ week
- 5) Start & End Dates of employment
- 6) Brief description of work
- 7) Signature from the supervisor

Note: Hours and dates of employment should replicate what is written on CPT application.

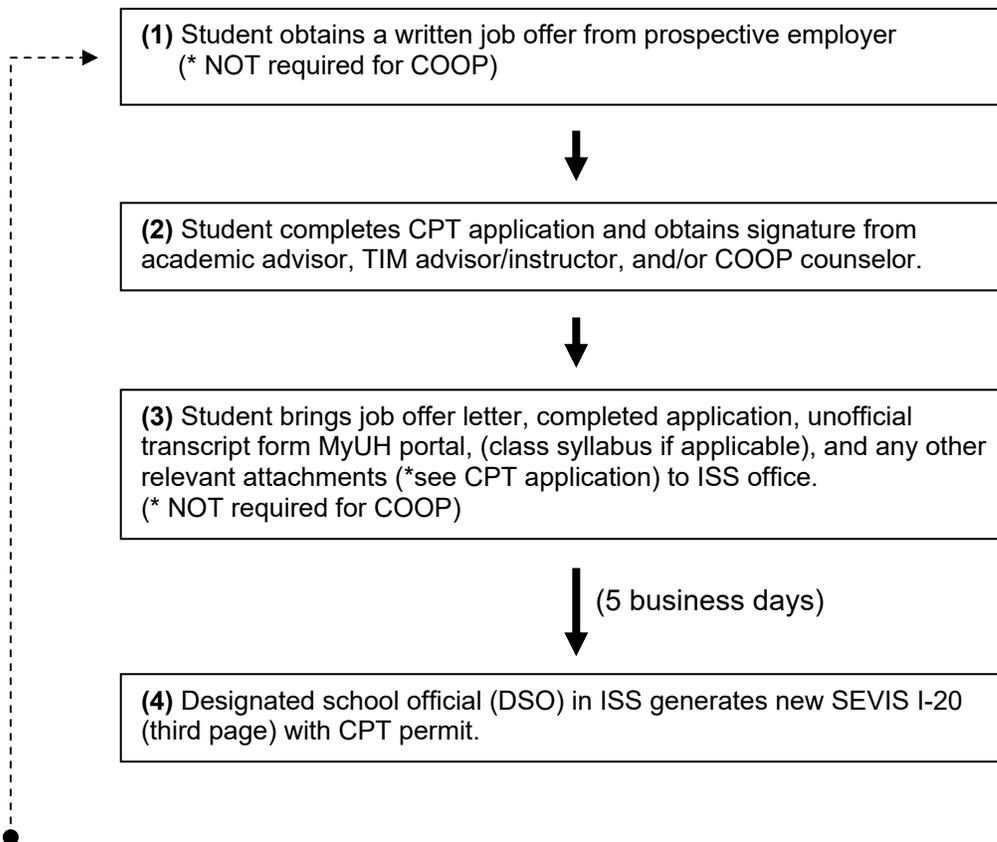
Employment Eligibility Verification

When you work, you and your employer must complete a form entitled "Employment Eligibility Verification" (BCIS Form I-9). This form must be updated every time you receive a renewal of work permission.

Social Security and Other Taxes

In general, F-1 students who have been in the U.S. less than five years and are enrolled in a degree program while working are exempt from Social Security (F.I.C.A) taxes. However, your earnings are subject to federal, state, and local income taxes. Students must file a tax return on or before April 15 each year, which will determine if any withheld taxes can be refunded.

Application and Approval Procedures



***Important Note**

DSO endorsements are specific to EMPLOYER and DATES of EMPLOYMENT. CPT authorizations must record periods of part-time and full-time employment. Students should not begin work prior to receiving authorization. Renewals are possible, within regulatory limitations.

Other types of work Permission

F-1 students not eligible for CPT may be eligible for Optional Practical Training or other types of work permission. Further information is available at the ISS.