

CPT: Curricular Practical Training

- What is Curricular Practical Training (CPT)?
- Who is Eligible
- How to Apply for CPT
- FAQ: Frequently Asked Questions
- How to find Internships & Interviewing Tips

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What is Curricular Practical Training (CPT)?

Employment which is an **integral part of an established curriculum**, including: “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.” Source: [8 CFR 214.2(f)(10)(i)].

What is Curricular Practical Training (CPT)?

- CPT is available only **PRIOR** to the completion of your degree program and program end date on your I-20
- You must have a **job offer** at the time or before CPT application.
- Training/Internship relates directly to the student's **major(s)**
- Can be **PAID or UNPAID**
- **CANNOT** begin work until work authorization is approved and you are issued new I-20.

What is CPT?

Required vs. Non-Required/Optional

- **Required CPT:**

When the academic program mandates a required internship experience for all students in order to meet graduation requirements.

- **Non-Required/Optional CPT:**

An optional internship class component directly related to your field of study when CPT is not required for the degree.

What is CPT?

- ★ CPT is issued for a semester period (Fall, Spring, Jan Session, Summer)
- ★ **Full-time CPT vs. Part-time CPT**
 - Full Time CPT - 21 hours and more (Summer)
 - Part Time CPT – 20 hours and less (academic semester)
- ★ CPT must be AUTHORIZED by ISSS AND the Center for Career Development **before** the student can begin work (undergraduates) OR academic advisor for (Theo/Grad students)

Who is eligible for CPT?

Students must be....

- Enrolled full-time for one academic year (i.e. two full consecutive academic semesters (Fall & Spring))
- CLA, Graduate & Theo Students are eligible if they are maintaining full time status.

**INTO AE/Pathway are not eligible for CPT until they matriculate to Drew University.*

HOW to apply for CPT?

Int'l Student Success =
work together with ISSS &
Center for Career
Development @ Drew

- **ALL Eligible Students:** Provide an internship offer letter to ISSS on employer letterhead. Your job offer must include: **student's name, supervisor's name, job title, job description, employment start and end dates and hours per week, paid/unpaid**

- **Undergraduates**
 - Schedule an INTC-200 advising appointment with The Center for Career Development:
<https://drew.joinhandshake.com/stu/appointments>,
<https://drew.joinhandshake.com/login>

 - Obtain confirmations from the Faculty Evaluator & Internship Supervisor

 - After advising appointment: Follow steps to REGISTER your Internship / INTC 200
<https://drew.edu/internships-career-development/about-us/students/internships/internship-registration/>

- **Graduate Students:** *Academic Department must complete recommendation form for CPT & send offer letter to iss@drew.edu. Find CPT Form [CLICK HERE](#)*

CPT Resources

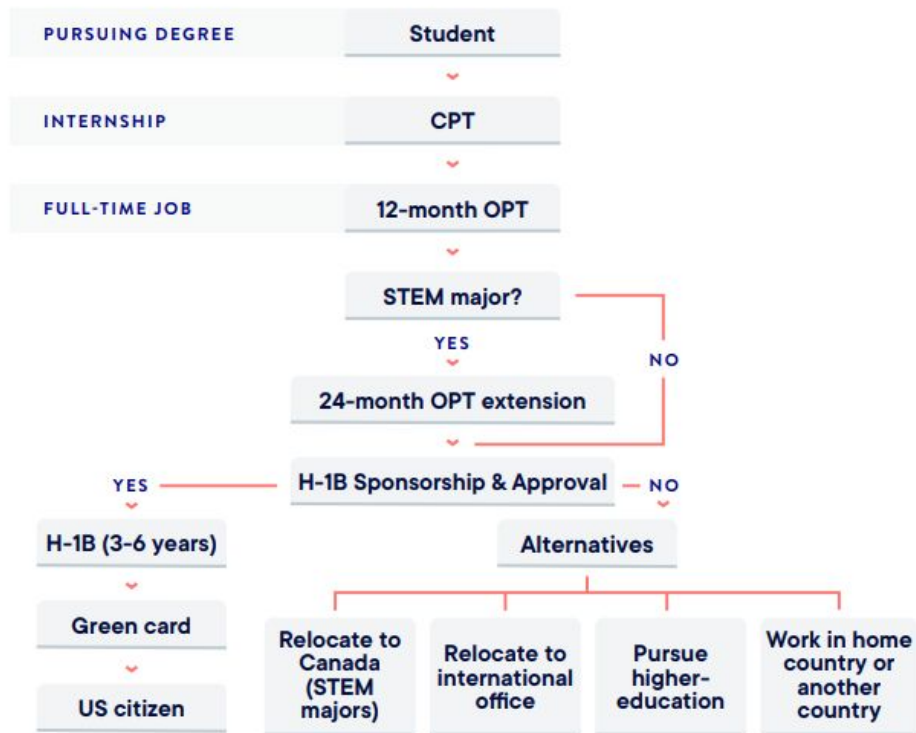
❖ The Center for Career Development:

<https://drew.edu/internships-career-development/>

❖ Study in the States

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>

We are here to support you in your career journey in the U.S. and beyond



Int'l Students & Job Searching....

<https://www.youtube.com/watch?v=KqEWuMcO4H0>

Identify Companies that HIRE International Students:

E-Verify -

[https://www.e-verify.gov/about-e-verify/e-verify-data/how-to-find-participating-employers?naics\[\]=8&hiringstates\[\]=35&items_per_page=50](https://www.e-verify.gov/about-e-verify/e-verify-data/how-to-find-participating-employers?naics[]=8&hiringstates[]=35&items_per_page=50)

Job Search Engine for Int'l Students:

Interstride: <https://student.interstride.com/>

Upcoming FREE Webinars:

<https://student.interstride.com/dashboard>

The screenshot displays the Interstride DREW dashboard. At the top, there are navigation tabs for Jobs, Network, Learn, and Tools. Below these are icons for Webinars, Resources, and Student Services. A dropdown menu for 'Choose a category' is visible on the left, with an 'Apply changes' button below it. The main content area lists four upcoming webinars, each with a 'View recording' button:

- Job search strategy for International students**
January 25th 2023
03:00 pm - 04:00 pm (EST)
Interstride
This workshop introduces well-established processes for positioning yourself to execute a focused and successful U.S.-based job search.
- Sponsoring Your First H-1B**
January 24th 2023
01:00 pm - 02:00 pm (EST)
Fragomen
Join Senior Associate Brian Doyle and Associate Anthony Arena for a webinar hosted in collaboration with Interstride. The session, Sponsoring Your First H-1B, will take place on Tuesday, January 24 at 1:00 PM EST.
- Interstride Admin Training** (For Admins Only)
January 22nd 2023
12:00 pm - 01:00 pm (PST)
Kendall Perez
For University Administrators only. Learn how to best utilize the Interstride portal to better engage and assist your students.
- Life After Graduation: Immigration 101**
January 17th 2023
12:00 pm - 01:00 pm (EST)
Aaron Blumberg and Amanda Hayes
Join Partner Aaron Blumberg and Senior Associate Amanda Hayes from our Fragomen Boston office for a webinar hosted in collaboration with Interstride. The session, Life After Graduation: Immigration 101, will take place on Wednesday, January 18 at 12:00 PM EST. We encourage you to submit your questions in advance via the registration.

General Internship & Job Search Strategies

- [Recruitment timelines vary by industry](#), but applications for jobs and internships typically open several months before you start working
- With this in mind, it's important that you update your application materials (i.e., resume, cover letter) and start applying several months in advance
- Most internships occur during the summer because you have increased availability
- To land a job or internship, it's imperative that you do two things: network and apply
- Popular platforms to use in your search:
 - [Handshake](#)
 - [DrewConnect](#)
 - [LinkedIn](#)
 - [BuiltIn](#)
 - [Huntr](#)
 - [WayUp](#)
 - [Simplify](#)

Int'l Students & Job Application

- ISSS Recommendation: Include this statement as a note on the top of the resume/CV:

Employment Authorization valid _____ through _____. No sponsorship needed.

Before you land an interview:

Employers may include questions on the application to find out whether or not you are eligible to work.

- If mandatory question: "Will you now or in the future require sponsorship in order to begin or continue employment in the United States?" Answer NO. If not mandatory, do not answer.
 - If there is a place to explain your answer on the application, you can state that you will be registered for a course INTC 200 for Summer 2023 that requires you to have an off campus work experience and will receive Curricular Practical Training work authorization for _____ through _____.

Int'l Students & Interviewing

During the interview:

- Arrive 10-15 minutes early
- Don't talk about your immigration status **INSTEAD** talk about your qualifications / experience for the job
- When asked 'Where are you From' you can answer the city/town where you live inside the U.S. (not which country you are from)
- Be confident and enthusiastic in marketing your qualifications for the position & ask questions

General Interview Strategies



- Familiarize yourself with the interview process: screening call, interview with the hiring manager, interview with the team, interview with key stakeholders/leadership team, technical component
- Practice answering common questions
- Research the employer; make connections between the role and your qualifications
- Memorize your resume
- Ask questions towards the end of each interview
- Have an appropriate outfit
- Convey interest, enthusiasm, positivity, and confidence
- Maintain good body language
- Get contact information for everyone you spoke with and send them a quick thank you email

Social Security Number

More information about International Students & Social Security Number

<https://www.ssa.gov/pubs/EN-05-10181.pdf>

What is it? The government assigns a number to anyone earning wages/working in the United States. This number is used to report wages earned and for identification

Who is eligible? Only students with on campus or authorized off campus employment

Why do I need a Social Security Number?

You need a SS# to get paid and pay taxes

How do I Apply? First - get a job...then ISSS office will create letter.

[Instructions for Social Security](#)

Frequently Asked Questions & Tips



Approval process can
take 1-2 weeks

- ★ **Are there INTC 200 class requirements?** Yes! You will need to identify a faculty evaluator and complete the syllabus assignments found within Handshake Resources. Assignments must be completed by the posted deadlines in order for you to receive credit for your internship. Internships must meet the criteria here: <https://drew.edu/internships-career-development/about-us/students/internships/>
- ★ **Does INTC 200 cost money?** You are required to be registered for INTC 200 (0-4 credits. If first internship, you must be registered for 1-4 credit). Financial Considerations can be found here: <https://drew.edu/internships-career-development/about-us/students/internships/internship-registration/>

Frequently Asked Questions & Tips



- ★ **Can I work on campus and do CPT at the same time?** *YES, but cannot work more than 20 hrs total during academic semester.*
- ★ **How many hours a week can I work on CPT in the summer?** *You can work full time (40 hrs) during summer.*
- ★ **If my internship lasts for more than one semester, do I need to register and take INTC-200 again?** *YES, INTC-200 is a semester-long class, so if you plan on continuing your internship, you'll need to enroll in the class again for the following semester AND you will need CPT on your I-20 with updated semester dates!*

Frequently Asked Questions



- ★ **Do I need to apply for CPT if I'm living outside the US?** *No but you would need to apply for CPT if you were working for an American company.*
- ★ **Do I need CPT authorization if my internship is unpaid?** *Yes, you need work authorization for paid or unpaid internships.*
- ★ **Are there Deadlines to apply?** *Yes, consult with Center for Career Services*
- ★ **What if I work off campus without applying for CPT?** *Working without authorization could jeopardize your chance for OPT, Change of Status. USCIS can check professional social media accounts when adjudicating applications for employment or change of status.*

Helpful Resources

- <https://www.themuse.com/advice/how-to-write-entry-level-resume-example>
- <https://www.wellesley.edu/careereducation/resources/how-write-effective-resume-bullets>
- <https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know>
- <https://www.cnbc.com/2019/01/30/10-email-templates-every-successful-job-hunter-needs.html>
- <https://hbr.org/2021/09/the-awkward-persons-guide-to-networking>
- <https://hbr.org/2021/10/easy-networking-tips-for-the-networking-haters>
- <https://hbr.org/2021/03/a-five-week-guide-to-getting-a-job>
- <https://medium.com/the-research-nest/how-to-seek-a-referral-for-your-next-job-b71596d2f220>
- <https://www.themuse.com/advice/the-8-basic-steps-you-need-to-nail-in-your-job-search>
- <https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>
- <https://ocs.yale.edu/channels/the-technical-interview/>

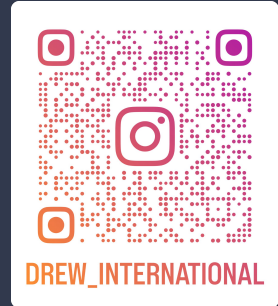
Questions?

International Student Services - Tilghman House

iss@draw.edu / 973.408.4961

Center Career Development - Sycamore Cottage

<https://draw.edu/internships-career-development/about-us/about-the-center/staff/> / 973-408-3710



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