



Office of International Studies and Programs CPT Information for Employers

400 E. University Way Ellensburg, WA 98926

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(509)963-3614

During their academic studies, international students on F-1 visas may participate in Curricular Practical Training (CPT).

What employers need to know:

- International students may participate in off-campus or employment opportunities, referred to as Curricular Practical Training (CPT), by : 8 C.F.R. § 214.2(f)(10)(i).
- Employment under CPT must be required and/or related to the student's field of study.
- Employment under CPT may be paid or unpaid. If paid, there is no maximum salary. If unpaid, the position should be an unpaid position. Employers cannot withhold payment because of the student's immigration status.
- Central Washington University's Office of International Studies and Programs (OISP) verifies whether a student meets the eligibility requirements. Their work permit is the notation and signature on page 3 of their I-20.
- Authorization to begin employment under CPT may be granted and renewed by the OISP.
- Extension may be authorized by the OISP on a quarter-by-quarter basis.
- Authorization can typically be granted within two days of submission of the learning agreement (if the student is receiving credit).
- Authorization can typically be granted within one week of receiving the required hire information from the employer (see sample letter below). The letter must include the following:
 - Company's name and address
 - Number of hours per week
 - Start and end dates
- Employment must be part-time (20 hours per week or fewer) when the student is enrolled in classes. Full time CPT may be requested during breaks and vacations, but may impact the student's ability to participate in OPT later.
- Tax information for earned income can be found in Chapter 8 of *Internal Revenue Services Publication 519, U.S. Tax Guide for Aliens* and in Section 940 of Social Security Administration Publication no. 65-008, *Social Security Handbook*.

Please contact Central Washington University's OISP for any questions or concerns: isa@cwu.edu or

(509)963-3614.

Sample Employer Letter for Curricular Practical Training (CPT)

Printed on official company letterhead

(Date)

Dear **STUDENT NAME**:

COMPANY NAME is pleased to offer you temporary employment as (**job title – i.e. intern**). You are expected to work (**# of hours**) per week. This employment will begin on (**mm/dd/yyyy**) and end on (**mm/dd/yyyy**). The physical address of the location where you will be working is (**provide address**).

Should additional information be required, please contact me at (**include contact details**).

(**Name, title and contact information of supervisor or Human resources personnel**)



Office of International Studies and Programs OPT Information for Employers

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After obtaining a degree in the US, international students on F-1 visas may participate in post-completion Optional Practical Training (OPT)

What employers need to know:

- International students that participate in post-degree internships or employment opportunities, referred to as post completion Optional Practical Training (OPT) by: 8 C.F.R. § 214.2(f)(10)(i).
- Post completion OPT does not require additional work or expenses on the part of the employer.
- Employment under OPT must be related to the student's field of study.
- Employment under OPT may be paid or unpaid. . If paid, there is no maximum salary. If unpaid, the position should be an unpaid position. Employers cannot withhold payment because of the student's immigration status.
- With the assistance of the International Student Advisor, students must obtain authorization from Citizenship and Immigration Services (CIS) and receive an Employment Authorization Document (EAD) prior to beginning employment. EAD will include a start and an end date, generally up to 12 months.
- Students must report employment within 10 days of hire confirmation in the form of a letter from the employer. The letter must include the following:
 - Company's name and address
 - Number of hours per week
 - Start date
- Students may qualify for a 17-month extension, provided their degree is found in the DHS STEM-Designated Degree Program List.
- Generally, employment under OPT must be full-time (20+ hours per week).
- Tax information for earned income can be found in Chapter 8 of *Internal Revenue Services Publication 519, U.S. Tax Guide for Aliens* and in Section 940 of Social Security Administration Publication no. 65-008, *Social Security Handbook.*

Please contact Central Washington University's OISP for any questions or concerns: isa@cwu.edu or

(509)963-3614.

Sample Employer Letter for Optional Practical Training (OPT)

Printed on official company letterhead

(Date)

Dear **STUDENT NAME:**

COMPANY NAME is pleased to offer you employment as (**job title – i.e. intern**). You are expected to work (**# of hours**) per week. This employment will begin on (**mm/dd/yyyy**). The physical address of the location where you will be working is (**provide address**).

Should additional information be required, please contact me at (**include contact details**).

(**Name, title and contact information of supervisor or Human resources personnel**)