1. How do I get CPT?
   • Determine if you meet all the eligibility requirements:
     o You are currently in valid F-1 status.
     o You have studied at a U.S. school at least one academic year (two long semesters).
     o You have completed at least one long semester (fall or spring) at UT Tyler.
     o Either an internship is required for your degree program (all students must complete an internship in order to graduate) OR a course is required for which an internship can be used on your degree plan, such as a required elective. Consult with your academic advisor to make this determination, if needed.
   • Find a job that is appropriate to your field of study and that meets academic requirements for the internship course.
   • Complete the academic department paperwork.
   • Enroll in the required internship course.
   • Complete an online CPT request from the Current Student section on uttyler.edu/oip/forms_library.php
   • Once your academic advisor completes the form and routes it back to OIP, please allow two business days for processing your request.
   • Assuming you meet all the requirements, the advisor will issue a CPT-authorized I-20 and will notify you it is ready to pick up. Once you have that I-20 you are ready to start work on or after the start date listed on page two.

2. Do I need to be enrolled while doing my CPT?
   Yes. You must enroll in an appropriate CPT course. During the fall and spring semesters you must be full-time enrolled, including the CPT course.

3. What are the possible dates of employment while on CPT?
   The internship must occur during the same semester as the course. You may choose from the dates listed on the CPT form.
   • The earliest possible start date is the day after the previous semester ends.
   • The latest possible start date is Census Day of the internship semester.
   • The earliest possible end date is whenever you complete your degree requirements.
   • The latest possible end date depends on if you are in your last semester (graduating).
     o If it is your last semester, the CPT must end by the semester end date.
     o If it is not your last semester, CPT may continue up to the day before the next semester starts.

   NOTE: Computer Science internships are only available during summer, per academic department policy.

4. How many hours can I work? Can I work my on-campus job + CPT?
   During fall and spring semesters you are limited to 20 hours per week or less of work, regardless of the number of jobs. During summer semesters there are no immigration limits on hours of work. The only exception to this policy is if it is the student’s last semester and the internship course is the only course left to take. In that case you can ask for the CPT to authorize full-time work.

5. Do I have to pay for a CPT work authorization?
   No. The authorization is processed by ISSFS without charge. However, you will be required to pay for an internship course.

6. I have a CPT approved for this semester. How can I get it extended through the end of the next semester?
   Students may be authorized for CPT only one semester at a time. If you have a second required course appropriate for CPT, you can go through the authorization process again and get a new I-20 for the next semester.

7. My academic department does not want to recommend CPT. In this case, can I still apply?
   No. It is required that your academic department and advisor approve this CPT.
8. **My professor can get me a job with “Company X.” It will be good experience. Can I do CPT there?**
CPT is only authorized when the employment is part of the curriculum for your program. You may want to consider using that opportunity while on OPT. It takes about 3 months to receive OPT authorization.

9. **Can I do full-time CPT and still be eligible for OPT?**
Yes. Federal regulations state that having a year or more of full-time CPT makes you ineligible for OPT. However, UT Tyler students never have more than two semesters of CPT, most often only one semester, so you will not reach the limit.

10. **Can I have CPT during my grace period after graduation or after my thesis is done?**
No. CPT is tied to your degree program and must occur prior to completing degree requirements.

11. **Do I have to apply for CPT if I am offered volunteer work or an unpaid internship?**
- If you volunteer at a recognized charity in a traditional volunteer position, such as Red Cross or a homeless shelter, you may work without authorization. (It is recommended that you get a letter from that organization that says you are working without any compensation.)
- If your degree program requires any work, paid or unpaid, you should obtain a CPT authorization.

12. **What do I show my employer so that they know that I have work authorization?**
You will present your I-20 with the CPT authorization notation, found on page two of your I-20.

13. **CPT is my first U.S. job. How do I get a Social Security number?**
Contact your International Student Advisor. You will take your job offer letter and immigration documents to a Social Security Administration office. You can apply for an SSN up to 30 days prior to the internship start date. The card usually takes about two weeks to receive.

14. **Can CPT be outside of Texas?**
Yes, if it occurs during the summer or if it your last semester and you do not require other face-to-face courses to meet regulatory enrollment requirements. Please note that if doing the CPT in your last semester, whether fall or spring, you can only work part-time (20 hours per week or less) UNLESS the internship course you are taking is the only remaining course. If you have questions about this exception, contact your International Student Advisor.

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