

# **Work Authorization for International Students**

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# J-1 Employment Before & After Graduation Academic Training

|                            |   |
|----------------------------|---|
| <b>Definition</b>          | Work, training, or experience related to a student's field of study   |
| <b>Timing</b>              | Before or after completion of studies   |
| <b>Length</b>              | <ul style="list-style-type: none"><li>• May not exceed the amount of time spent in the full course of study</li><li>• Usual length is 18 months cumulative</li><li>• May have extra 18 months if complete PhD</li></ul> |
| <b>Application Process</b> | <ul style="list-style-type: none"><li>• See International Center website</li><li>• Final authorization is issued in International Center</li></ul>  |
| <b>Cost</b>                | None  |

# CPT Overview

Curricular Practical Training (CPT) authorization allows F-1 international students to gain training/internship experience (paid or unpaid) in their major field of study.

- CPT authorization must be obtained BEFORE beginning training; it cannot be back-dated. CPT authorization is granted on a semester-by-semester basis.
- CPT may not delay completion of studies
- 12 months or more of full-time CPT (more than 20 hrs/week) at the same degree level will eliminate your eligibility for OPT (Optional Practical Training).
- CPT can only be used prior to completing the degree

# Eligibility for CPT

To be eligible for CPT, you must:

- Be in lawful F-1 status
- Have been lawfully enrolled on a full-time basis for one academic year (i.e. two consecutive semesters) unless your academic program requires immediate participation for all students
- Have a job offer related to your major
- Participate in training that is an integral part of an established curriculum

# CPT Application Process

1. Take online CPT course on International Center [website](#) and print CPT Online Workshop Completion e-mail
2. Find training/employment opportunity related to major and get detailed offer letter
3. Obtain a completed [Academic/Faculty Advisor Recommendation Form for CPT](#)
4. Gather remaining documentation listed on [CPT Authorization Request Form](#) and register for CPT course, if necessary
5. Meet with IC Advisor to request CPT authorization → issued in our office (1 – 2 week processing time)

# Maintenance of Status

- Must be registered in a “full course of study”
  - 12 credits for Undergraduate Students
  - 8 credits for Graduate Students
  - 6 credits for Grad Students with GSI/GSRA
- Must report physical address within 10 days of any change on [Wolverine Access](#)
- **NO** unauthorized employment
- Maintain on-campus presence

# Employment Eligibility ?s

## “Are you legally eligible to work in the U.S.?”

- We recommend you answer "yes" if you have authorization, are eligible to apply, or have an application pending.
- Expect to be asked for more detail in an interview.
- Clarify the status of your employment authorization, e.g.
  - I can apply for the CPT authorization from my school once I have a job offer; I can provide my authorization ~2½ weeks later.

For assistance, contact an International Student/Scholar Advisor at [icenter@umich.edu](mailto:icenter@umich.edu)

# Employment Eligibility ?s

**“Will you now or in the future require visa sponsorship?”**

- If you have the intention of working for this company beyond the expiration of your F-1/J-1 student status, you should answer “yes.”
- Even if you don’t intend to work for the company long-term, be aware the employer may have a different perspective. For example, an employer that hires summer interns may have an intention of extending full-time job offers to qualified candidates after graduation. Employers may expect you to answer “yes” because you *would* eventually require visa sponsorship if you *were to* continue employment beyond the expiration of your F-1/J-1 status.

# For More Information

Visit our website at:

<https://internationalcenter.umich.edu/students/f1-students/cpt>

Consult an International Student and Scholar Advisor (ISSA) at the International Center with questions

- [icenter@umich.edu](mailto:icenter@umich.edu)
- Walk-in advising hours Monday – Friday between 1 – 4pm, check website  
*515 E Jefferson St*  
*Ann Arbor, MI 48105*
- North Campus advising, Room 129, Chrysler Center on Tuesdays and Thursdays by [appointment only](#)