



Curricular Practical Training (CPT): Prospective Employers

Full time students in F-1 status are eligible to obtain internships with US employers under specific conditions. Please read the following before extending an offer of employment to an international student enrolled at the University of Texas at Arlington.

The Position:

- o The position offered to the student must be classified as an internship.
 - An internship is defined as employment of limited duration whose primary function is to supplement the student's academic program by providing hands-on supervised work experience.
- o According to USCIS regulations, the internship must be either a requirement of the student's degree program or the student must receive academic credit for the internship.
- o An offer of full-time, continuous employment is not appropriate for CPT authorization.

Period of Employment:

- o Employment may begin between the day after the end of the previous semester and the mid-session date. It must end before the start of the next semester.
- o Students are allowed a total of two semesters of CPT.

Procedure:

- o The student receives an offer letter from you, the employer:
 - The letter must include the following information:
 - Printed on company letterhead
 - Job Title (referenced as an internship)
 - Position Duties
 - Start and End Date of Employment
 - Hours per week
 - The student takes the offer letter to his/her academic advisor who recommends the internship.
 - The student brings the offer letter and advisor recommendation to the Office of International Education.
 - If eligible, OIE will authorize the employment for the appropriate dates.
 - The student will receive a new I-20 with the work authorization within 7-10 business days.
 - On the start date listed on the 3rd page of the I-20, the student may begin work at your company. On the start date listed on the 3rd page of the I-20.

Employment Documents:

- o I-9 : The CPT authorization of the OIE advisor on the 2nd page of the student's I-20 satisfies the employment eligibility requirements of the I-9 form (column C, number 7)
- o Social Security and Medicare withholding : F-1 students who have been in the US for 5 calendar years or less are not required to pay social security and Medicare taxes, nor is the employer required to pay taxes on their behalf.
- o Federal Income Tax Withholding : F-1 students are required to pay federal income tax on their employment income.