

F-1 International Students

** Please be aware that it is a violation of F-1 Student status to begin working before authorization is granted. **

Curricular Practical Training Instructions

Curricular Practical Training (CPT) employment authorization is a benefit of F-1 Student non-immigrant status that allows students to work off-campus at a required co-op. It is employer and date specific, meaning you will be authorized to work only for your co-op employer and only for the dates on your co-op contract.

Eligibility

To be eligible for CPT you must be in valid F-1 Student status and have maintained F-1 status for at least one academic year immediately before applying. You must also have a co-op job that has been approved by your Co-op Advisor and be registered for the co-op.

When to apply for CPT

You should apply for CPT to your international student advisor as soon as your co-op placement has been confirmed and your online co-op agreement has been approved by your co-op employer and your Co-op Advisor. Please allow at least 4 business days for your application to be processed. **Please take this timeframe into account when you fill in the dates of your co-op on your co-op agreement.**

Change of Address

It is a requirement of F-1 Student status that you notify your international student advisor within 10 days of any change in your U.S. or home country address. This includes if you move for a co-op job. Address changes must be reported in writing and can be done by email or online through I-connect or by filling out an International Student Information Update Form at the Student Service Center.

Travel

***Travel immediately prior to your co-op may cause a delay in processing your application.**

CPT does not affect travel to and from the U.S. during your co-op semester.

How to Apply/Timeline

STEP I: Complete your Co-op Profile in WIT Works, including the Terms & Conditions, at the beginning of the semester before you will do your co-op.

STEP II: Obtain a co-op job and have it approved online through WIT Works by your employer and Co-op Advisor.

STEP III: Complete the CPT tutorial you received from ISS and pass the CPT quiz. Access the quiz by clicking: https://forms.office.com/Pages/ResponsePage.aspx?id=xWzxKkl2KEW8TT2bb2TAZmusbws_pwtGrahlmaraSbRUOEJV1pCRVpOREFQNEhGM0FUWjBMSUZWQy4u.

STEP IV: Submit all CPT application documents listed on the CPT Application Form to International Student Services **at least 5 business days before the start date on your co-op contract.**

STEP V: Meet with your international student advisor to review your new Form I-20 authorizing CPT.

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Wentworth Institute of Technology
Student Service Center
550 Huntington Ave., Boston, MA 02115

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Curricular Practical Training Application Form

Allow a minimum of 5 business days for processing of this application before beginning Co-op employment.

Today's Date: _____

Co-op Semester: Fall Spring Summer _____
(Circle one) (year)

Name: _____

Student ID #: _____

Major: _____

Telephone Number: _____

In what semester will you be completing your Wentworth degree?

__ Fall __ Spring __ Summer 20__

(Check one)

Local Address: _____

Complete Home Country Address: _____

Application Documents:

- ☐ CPT application form
- ☐ Printout of your online co-op agreement (WIT Works) approved by your Co-op Advisor and employer (confirm the correct start and end dates, confirm employer address)
- ☐ Completed Supplemental Co-op Approval Form for F-1 International Students signed by you and your Co-op Advisor (the start/end dates and the employer on this form must match the WIT Works contract form)
- ☐ Copies of all previously issued I-20s including from U.S. schools attended prior to Wentworth
- ☐ Copy of I-94 record printed out from the government website www.cbp.gov/I94 (or it may be a small, white card stapled into your passport)
- ☐ Copy of your valid passport
- ☐ You must also be officially registered with the Registrar's Office
- ☐ You must also complete the CPT tutorial and pass the online quiz

I understand that I must report any change of my name or address to my international student advisor within 10 days of the change. I also understand that I may not begin employment until I have received my new Form I-20 authorizing CPT and that I may work only for the dates and employer authorized on my Form I-20.

(signature)

(date)

Supplemental Co-op Approval Form for F-1 International Students

*Allow a minimum of 4 business days for processing of this application before beginning Co-op employment.
Please complete application neatly in pen.*

First name _____ Last name _____

Wentworth ID _____ Major _____

Co-op semester _____ Co-op year _____

Which co-op is being completed? (check one)

☐ COOP3000 (optional co-op)

☐ COOP3500 (1st required co-op)

☐ COOP4500 (2nd required co-op)

☐ COOP5000 (optional co-op)

Employer (complete company name) _____ (Company that will be paying you, must match WIT Works)

Employer address _____

Employer city _____ Employer state _____

Employer country _____ Employer zip code _____

Co-op start date* _____ Co-op end date* _____

** These dates must be exact. Any changes to the start or end date must be approved by your Co-op Advisor and by International Student Services.*

I understand that failure to receive appropriate work authorization through my international student advisor prior to reporting to my first day of work with my co-op employer is a violation of F-1 Student immigration regulations. I further understand that if I violate my status, my SEVIS record may be terminated promptly by Wentworth, that immigration regulations may require me to leave the U.S. right away and that other additional immigration penalties will apply.

Student name (print) Student Signature Date

The student is academically eligible for the Wentworth co-op program and s/he is required to enroll in the co-op course.

This co-op position qualifies for the co-op indicated above.

Co-op Advisor name (print) Co-op Advisor signature Date