

# Wentworth

## INSTITUTE OF TECHNOLOGY

### 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 participate in off campus employment that is directly related to their degree and is either required or for credit, such as the mandatory co-op experience. CPT is also used for paid, full-time on campus employment for an authorized co-op experience. 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 is approved by your Co-op & Career Advisor and you must 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 work has been confirmed and your online co-op agreement (Report of Hire) has been approved by your co-op employer and your Co-op & Career Advisor. Please allow at least 5 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 Report of Hire.**

#### 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 by filling out an International Student Information Update Form at the Student Service Center.

#### Travel

CPT does not affect travel to and from the U.S. during your co-op semester. However, you must notify your International Student Advisor if you are traveling before or during your CPT approved dates as you will need an updated travel authorization signature on your CPT approved I-20.

#### Social Security Number (SSN)

Please note you may not begin working until you have applied for a Social Security Number. You must inform your employer of your SSN upon receipt of the card.

- Check here if you already have a SSN
- Check here if you need to apply for a SSN

#### How to Apply/Timeline

**STEP 1:** Complete your Co-op Terms & Conditions in WITworks, at the beginning of the semester before you will do your co-op and meet with your Co-op & Career Advisor for access to search for co-ops.

**STEP 2:** Search for and accept an offer for a co-op job and have it approved online through WITworks by your Co-op & Career Advisor and employer

**STEP 3:** Submit your WITWorks Report of Hire and the completed and signed supplemental co-op approval form to International Student Services **at least 5 business days before the start date on your co-op contract.**

**STEP 4:** Contact your International Student Advisor to review your new Form I-20 authorizing CPT.

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*Last updated: February 2024*

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

*Allow a minimum of 5 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 \_\_\_\_\_

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

- COOP3000 (optional co-op)
- COOP3500 (1<sup>st</sup> required co-op)
- COOP4500 (2<sup>nd</sup> required co-op)
- COOP5000 (optional co-op)

Local Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You must report any change in your local address to your International Student Advisor within 10 days of the change.**

Employer (complete company name)

(Company that will be paying you, must match WITworks)

Employer address \_\_\_\_\_

Employer city \_\_\_\_\_ Employer state \_\_\_\_\_

Employer country \_\_\_\_\_ Employer zip code \_\_\_\_\_

Co-op start date\* \_\_\_\_\_ Co-op end date\* \_\_\_\_\_

Check here if the co-op is with a non-US based employer, taking place completely outside of the United States.

In what semester will you be completing your Wentworth degree?

\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer 20\_\_\_

(Check one)

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

**I understand that failure to receive appropriate work authorization in the form of a CPT approved I-20 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