

# Illinois Institute of Technology

**International Center**  
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## RENEWAL OF CURRICULAR PRACTICAL TRAINING

04/07

Students, who continue working for the same employer, and whose responsibilities did not undergo a major change, may use this simplified procedure to apply for CPT renewal. Students on co-op should first submit the end-of-term evaluation forms to the Career Management Center (CMC), and can then follow the online CPT renewal procedures.

### PROCEDURES

1. Provide work-term evaluation to CMC
2. Complete online renewal request on CMC's website
3. Upon receiving email from CMC approving co-op request, register online for co-op and additional required courses for that term
4. Upon receiving the International Center's (IC) email authorizing CPT, pick up I-20 from IC and provide a copy of the I-20 to your employer.

### PROCESSING TIME

It takes approximately 1 week for both the Career Management Center and International Center to process your online application. Please plan in advance to renew your CPT in a timely manner and so that your work is continuous. If you do not receive an IC email before the expiration of your current CPT, you must stop working and contact the IC to resolve any outstanding issues. No appointments with the CMC or IC are necessary for this procedure unless you are contacted to do so.

### ISSUES TO REMEMBER

- **No Student May Begin Working Prior To Being Authorized by the International Center. Authorization can only be given for one semester/quarter at a time. Each subsequent semester/quarter, the student will need to be re-authorized, so that enrollment may be verified.**
- CPT can be taken on a full-time or part-time basis. The duration of full-time CPT should be less than 12 months over the entire period of study in the U.S. A student working full-time for more than 12 months total will forfeit eligibility for Optional Practical Training (OPT).
- Part-time employment does not count towards the 12 months limit. Part-time employment is 20 hours or less per week. Anything above 20 hours is considered full-time.
- Working in two jobs is permitted. The total number of hours worked at both jobs will determine whether the employment is considered as full-time or part-time. There must be an endorsement on the last page of the I-20 for each individual CPT.
- Students on full-time CPT are not also eligible for on-campus employment during the academic year.
- Students on part-time CPT may be eligible for on-campus employment as long as both forms of employment combined do not exceed 20/h/w during the academic year.
- Students must register for the co-op credit during each semester/quarter. If authorized to do full-time CPT, they can take part-time classes. If authorized for part-time CPT, students should take an additional 2 courses to maintain full-time enrollment. Students must continue to make academic progress towards their degree while on CPT.
- Online/Distance Learning Courses: If you are registered for a full-time co-op, you are permitted to take more than one on-line/distance learning course. If you are registered for a part-time co-op, only one online/distance learning course can be counted toward your full course of study.
- If you are registered for less than a full course load of academic credits, you are no longer eligible for the CTA U-PASS.
- International students are exempt from paying Social Security and Medicare taxes for the first 5 years. They are required to pay all federal, state, and applicable local taxes.