

Evans School International Students

Need to Know: Work Authorization CPT/OPT

On-Campus Employment

- F-1 student status permits you to work on campus while you are enrolled in a full course of study. Eligibility expires last day of your final quarter.
- On-Campus Employment Includes: teaching assistant, research assistant, library student worker, etc.
- Time Limits: part-time (20 hours per week or less) during regular full-time quarters, full-time (more than 20 hours per week) between quarters and during your annual vacation quarter.
- Work Study: Generally you are not eligible as an F-1 student. *You can contact the office that posted the position to determine eligibility.

Curricular Practical Training (CPT)

- Curricular Practical Training (CPT) is temporary authorization for off-campus practical training directly related to your major field of study. “Practical Training” can include employment, internship experience (paid or unpaid), cooperative (co-op) education experience, practicum participation, etc.
- CPT may be part-time (20 hours per week or less) or full-time (more than 20 hours per week). If you accumulate 12 months of full-time CPT authorization, you lose your eligibility for Optional Practical Training (OPT), another type of employment authorization for F-1 students. Part-time CPT and fewer than 12 months of full-time CPT authorization does not affect your OPT eligibility.
- Eligibility:
 - You are currently in valid F-1 status.
 - You have been enrolled on a full-time basis for at least one full academic year.
 - You have not fulfilled the Evans School Internship Requirement. ****You are no longer eligible for CPT once you have documented 400 hours of internship with Evans School Career Services or have sought & received approval for an internship waiver.***
- How to Apply: <https://iss.washington.edu/cpt-instructions> (Allow one week for processing)
 - Evans School Advisor: Career Services – evansjob@uw.edu
 - Must be approved for CPT prior to employment start date

Optional Practical Training (OPT)

- Optional Practical Training (OPT) provides F-1 students with an opportunity for hands-on work experience related to the academic field of study for up to 12 months.
 - “Post-completion” OPT is the most common type, is full-time, and can begin after you complete all course requirements for your degree program.
 - “Pre-completion” OPT is less common, but can be used prior to graduation if you are not eligible for CPT (pre-completion OPT is deducted from the 12 months of eligibility).
- Eligibility:
 - You are currently in F-1 status.

- You have been enrolled in a full course of study for one academic year (three quarters, including final exams weeks) or will complete one academic year by the date the OPT approval begins.
- You have not exceeded 12 months of full-time Curricular Practical Training (CPT) authorization. (Part-time CPT does not affect OPT eligibility.)
- You do not need a job offer first; you can apply for OPT without a job offer.
- How to Apply: <http://iss.washington.edu/employment/f1-employment/opt/12-months> (**Allow 3 months for processing. You can apply up to 90 days before your program end date**).
 - Bring paper application to Evans School Advisor: Career Services – evansjob@uw.edu

NOTE: It is your responsibility to research and understand your work eligibility. It is generally not the job of UW staff outside of ISS to thoroughly know the immigration regulations. It is possible you will be offered employment that you are not eligible to accept or for your employment eligibility to expire without your payroll coordinator notifying you. Be sure to review all information provided by ISS and [consult ISS](#) if you have any concerns or questions.

UW International Student Services: <https://iss.washington.edu/> | uwiss@uw.edu | 206.221.7857 | Schmitz Hall 459

Sample Evans School Timeline

1 st Year – Autumn, Winter and Spring quarter	<ul style="list-style-type: none"> ● Eligible for on-campus employment ● <u>Not</u> eligible for off-campus employment or CPT
Summer (between 1 st and 2 nd year)	<ul style="list-style-type: none"> ● Eligible for on-campus employment ● Eligible for off-campus employment (part-time or full-time) – Must apply for CPT (allow 1 week processing) ● Begin applying for internship (400-hour Evans School Requirement)
2 nd year – Autumn Quarter	<ul style="list-style-type: none"> ● Eligible for on-campus employment ● Eligible for off-campus employment ● <i>*If you begin new position, must re-apply for CPT</i> ● <i>*Once you fulfill 400-hours of internship, you are no longer eligible for CPT</i>
2 nd year – Winter Quarter	<ul style="list-style-type: none"> ● Eligible for on-campus employment ● Eligible for off-campus employment ● Apply for post-completion OPT (can apply up to 90 days before graduation)
2 nd year – Spring Quarter	<ul style="list-style-type: none"> ● Eligible for on-campus employment ● Eligible for off-campus employment ● Apply for post-completion OPT if you have not already done so ● Ensure 400-hours of internship are completed prior to graduation