



# CURRICULAR PRACTICAL TRAINING

## Description and Guidelines

CPT (Curricular Practical Training) is off-campus work authorization granted by a DSO (Designated School Official) for an F-1 student to complete an internship that is an academic component of the student's degree program.

<b>Preconditions</b>	F-1 students must have been lawfully enrolled on a full-time basis for two required semesters (fall and spring) before becoming eligible for CPT. Students must be in F-1 status and have not yet completed the academic requirements for their degree program.
<b>Curriculum Requirement</b>	<p>CPT should not be used to facilitate off-campus employment as its sole purpose; it must be an academic component of the degree program. Very few degree programs at OSU require an internship in order to complete the degree program. Some will award degree credit for an internship, but you must receive <b>required internship credit toward your degree</b> to be eligible for CPT. Departments without required internships can award credit for internships toward the degree program as long as the credit awarded toward the internship doesn't cause the student to exceed the minimum credits required to earn the degree. Graduate Students must include the internship course to their plan of study. Some graduate students may qualify for CPT if the internship is required for their research and the data gathered in the internship will be included in their published thesis or dissertation.</p> <p>The CPT enrollment must be an academic component of the degree program in one of these ways:</p> <ul style="list-style-type: none"> <li>• The internship is a <b>required</b> part of the degree program.</li> <li>• The internship is <b>not a required</b> part of the degree program, but academic credit will be given for the internship, and the <b>credit will count toward minimum degree requirements</b> so that student will not exceed number of hours required to complete degree.</li> <li>• The internship is <b>required</b> to complete thesis or dissertation research.</li> </ul>
<b>Internship Offer</b>	<p>The student must obtain an internship offer letter on company letterhead that indicates all of the following:</p> <ul style="list-style-type: none"> <li>• Employer's name</li> <li>• Exact address of internship</li> <li>• Exact start and end dates of the internship</li> <li>• Supervisor's name, internship job title and description</li> <li>• If the internship is full-time or part-time</li> </ul>
<b>Enrollment</b>	Students in full-time CPT must maintain and complete minimum enrollment requirements. US immigration law does not permit a student to complete less than a full course load during a required semester (fall and spring) due to full-time CPT.
<b>Location</b>	Students can only be employed in the US for the specific internship employer, location, and period as authorized by the DSO on the I-20.
<b>Hours Per Week</b>	CPT may be approved for part-time (20 hours or less per week) or full-time (over 20 hours per week). Full-time internships are appropriate, in most cases, during summer break. 12 months of full-time CPT will result in ineligibility for Optional Practical Training (OPT). <b>The academic advisor must provide written support for a request for full-time CPT during a required semester.</b> The purpose of the F-1 visa is not to facilitate off-campus employment, but to pursue a degree full-time.
<b>Duration of Recommendation</b>	CPT is authorized by DSO each semester. Multiple semesters of CPT will require separate applications for each semester. CPT may be authorized only <b>before</b> the completion of the degree.

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## Application Procedure

### STEP 1: Meet with your academic adviser

Present the attached Academic Advisor Confirmation Form. The form must be completed in full by the academic advisor. **The student must complete Section A of the form only.** If the student completes any part of Section B of the form, the form will not be accepted. The academic advisor must submit a letter in support of the CPT application. See attached academic advisor support letter template and legal information.

### STEP 2: Assemble your documents

1. Completed Academic Advisor Confirmation Form
2. Academic Advisor Support Letter **on departmental letterhead**
3. Offer Letter from internship employer **on company letterhead**, which must indicate the following (see attached internship offer letter template and legal information for US employers) :
  - a. Employer's name
  - b. Exact address of location of internship
  - c. Exact start and end dates of internship
  - d. Supervisor's name, internship job title and description
  - e. If internship is full-time or part-time (indicated as 'over 20 hours per week' / '20 hours or less per week')
    - Under US immigration regulations, more than 20 hours per week is full-time
    - **Note:** Most US businesses consider less than 30 hours per week to be part-time
4. Copy of Class enrollment
  - a. The class schedule must show class the student is taking for the internship

### STEP 3: Complete CPT I-20 Request

1. Find the CPT I-20 Request form on ISS Terra Dotta portal.
  5. Fill out the form and upload completed Academic Advisor Confirmation Form, Academic Advisor Support Letter, Copy of Class Schedule, and Offer Letter from internship employer. Click submit to complete.
  2. Upon the form submission, ISS will review and email you if additional information is needed.
  3. If you are eligible for CPT, ISS will notify you by email when your CPT I-20 is ready.
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### Important notes:

**Incomplete applications will not be processed.** ISS will review your documentation to determine if you qualify for CPT. If you are eligible for CPT, ISS will authorize your CPT and issue CPT I-20 within 10 business days.

**You are not authorized for your internship until you receive the CPT I-20 from ISS.** I-20s **cannot** be backdated to retroactively authorize CPT employment. Remember, if you work without authorization while in F-1 status, **you may lose your F-1 status.**

If you enroll in an internship course and do not complete the credit within the given semester, **you may lose your F-1 status.** If you receive an "I" (incomplete) grade or "W" (withdrawal) from the course, you have worked without fulfilling the obligations of CPT and may be in violation of your F-1 status.

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## Academic Advisor Confirmation Form

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### Section A: To be completed by the student

Name: \_\_\_\_\_

OSU ID number: \_\_\_\_\_ Email address: \_\_\_\_\_

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### Section B: To be completed *in full* by the academic advisor

If you have questions regarding this form, please call the ISS Office at (405) 744-5459.

1. Degree level:  Bachelors  Masters  Doctorate Major: \_\_\_\_\_

2. Expected completion date of degree requirements: \_\_\_ (Note, this is **not** necessarily the graduation date)

3. Name and location of employer: \_\_\_\_\_

4. Proposed internship start date: \_\_\_\_\_ End date: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

5. Select **one** of the options below describing the purpose of the internship:

The internship is a **required and established** part of the degree program  
Course number: \_\_\_\_\_ Course title: \_\_\_\_\_  
Number of hours: \_\_\_\_\_ Semester and year: \_\_\_\_\_

The internship is **not required**, but academic credit will count toward minimum degree requirements so that student will not exceed number of hours required to complete degree.

Course number: \_\_\_\_\_ Course title: \_\_\_\_\_  
Number of hours: \_\_\_\_\_ Semester and year: \_\_\_\_\_

The student is a graduate student who has finished all formal coursework requirements and is currently in thesis or dissertation hours. The data obtained from the internship is required for completion of the student's thesis or dissertation.

I attest that I have completed the above information **in full**, and hereby recommend that the student be authorized for the off-campus internship described on this form.

Academic advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_ Email: \_\_\_\_\_

# CURRICULAR PRACTICAL TRAINING

## Legal Information Regarding CPT for F-1 Students

Full-time students in F-1 status are eligible to obtain employment authorization for off-campus internships **when the position is an integral part of the established curriculum for their degree program**. This type of restricted internship employment authorization is called Curricular Practical Training (CPT).

The Department of Homeland Security (DHS) is clearly concerned about potential abuses of using CPT where the student has some choice in whether or not to pursue an academic route involving employment. The regulations state that curricular practical training must be “an integral part of an established curriculum.” Curricular practical training is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreement with the school” [see 8 C.F.R s214.2 (f)(10)(i)].

Students who receive 12 months or more of full time CPT will lose their eligibility for post completion OPT.

Since students will be receiving university credit and a grade for the internship, the internship may not begin any earlier than first working day after previous semester end date and must end no later than last working day before next semester start date. Furthermore, since the internship is considered an integral part of a for-credit university course, CPT cannot be authorized after the academic add/drop period has ended. The student may not continue off-campus employment in the next semester without reapplying for CPT.

### Note to academic advisors:

To verify that a student meets the requirement to complete an internship through CPT, the academic advisor must certify **in writing** (by completing the Academic Advisor Confirmation Form) that the training opportunity is either **required for** or **integral to** the student’s degree program. If the degree program does **not require** an internship to complete the degree, the academic advisor must provide a support letter on departmental letterhead explaining how the internship is integral to the degree program. Guidelines for the letter are provided in this CPT application packet. If you have questions regarding a student’s eligibility for CPT or the relevant US immigration regulations, please contact the ISS office at [iss@okstate.edu](mailto:iss@okstate.edu) or (405) 744-5459.

### Note to U.S. employers:

The position offered to the F-1 student must be classified as an **internship** of limited duration whose primary function is to supplement the student's academic program by providing hands-on, supervised work experience. An offer of full-time, continuous employment is **not appropriate** for Curricular Practical Training authorization. F-1 students must maintain full-time university enrollment during their internship. Guidelines for the letter are provided in this CPT application packet. Please provide an offer letter on company letterhead that includes the following information regarding the F-1 student’s internship:

- Description of the training program, including location, the name and address of the internship supervisor, number of hours per week, and exact dates of internship
- Goals and objectives of the internship
- Statement acknowledging that the internship relates to the student’s major field of study and that is an integral or critical part of the academic program

# CURRICULAR PRACTICAL TRAINING

## Academic Advisor Support Letter Template

This letter is a required part of the CPT application packet. Please print the CPT support letter on departmental letterhead following these guidelines:

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To: Oklahoma State University International Students and Scholars Office  
From: **(academic advisor)**  
Re: Internship requirement details for **(name and OSU ID #)** for **(semester)(year)**  
Date: **(current date)**

**(Student name)** is enrolled as a full-time **(graduate/undergraduate)** student in **(department)** and expects to complete **(his/her BA, MA, MS, PhD)** degree in **(field)** on **(date)**. **(Student name)** will be enrolled in **(number of hours)** hours at Oklahoma State University during the semester of the CPT internship. I verify that:

- The student is in good academic standing, and is meeting departmental expectations
- The internship is either:
  - a degree requirement (either in the degree plan or as a planned option, and **not** added in addition to academic requirements) for the student's academic program, **or**
  - integral to the student's thesis or dissertation research.
- I, **(academic advisor)**, have met with the student to establish specific course objectives that the student will be expected to achieve during the internship, such as completing the course with a written report, weekly conferences, oral presentation, and/or employer's reports.
- There is an understanding between the employer and the department regarding the course objectives and an understanding that the internship will be completed in satisfaction of degree requirements at Oklahoma State University.

The details of the internship are as follows:

- Complete description of the internship course
- The catalog name and course number of the OSU internship course for which the student will earn credit
- Duration of the internship with exact start and end dates (Starting no earlier than first working day after previous semester end date and ending no later than last working day before next semester start date)
- The name and address of the company where the student will complete the internship.

Please contact me if you have any further questions at **(number)** or **(email address)**.

**(Academic advisor name)**

**(Title)**

**(Department)**

# CURRICULAR PRACTICAL TRAINING

## Internship Offer Letter Template

This letter is a required part of the CPT application packet. Please print the internship offer letter on departmental letterhead following these guidelines:

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NASA

John F. Kennedy Space Center Merritt  
Island, Florida 97365

June 7, 2009 Mr.  
Neil Armstrong  
10 Landing Street  
Wapakoneta, OH 97330

Dear Mr. Armstrong:

This is to confirm that NASA is offering you a **(full-time/part-time)** internship of **(20 hours or more per week/20 hours or less per week)** as an **(Astronaut)** from **(date)** to **(date)**. This internship will serve as “curricular practical training” (CPT) directly related to your field of study, **(Aeronautical Engineering)**, at Oklahoma State University.

The goals and objectives of your internship with us will be practical experience in **(guiding Apollo 11 on a lunar landing mission)**. It is my understanding that this internship is an integral part of your academic program.

The location of your internship will be **(Cape Canaveral, orbiting the moon, and lunar surface)**.

Your internship supervisor will be **(Mr. William Gerstenmaier, Associate Administrator of Space Operations)**. His address and telephone number are: **(include complete contact information)**.

On behalf of the entire crew, I welcome you to **(NASA)**.

Sincerely,

Michael Griffin  
NASA Administrator