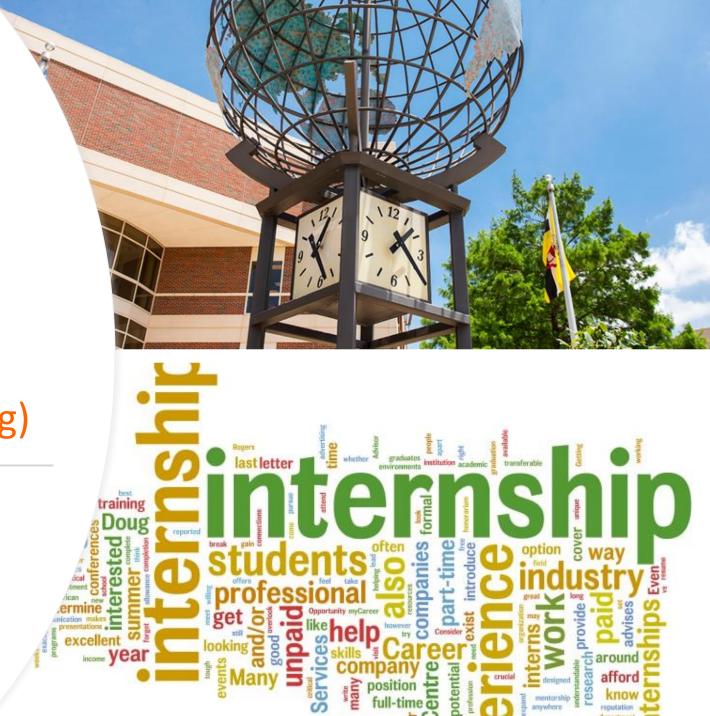# Curricular Practical Training
(CPT)

International Students & Scholars Office

What is CPT?

(Curricular Practical Training)

CPT
(Curricular Practical Training)

- **Authorization** for international students to **gain employment training** & to **work internship positions** in their **field of study**

- **Full-time (more than 20 hours per week)**

- **Part-time (20 hours or less per week)**

CPT Requirements

❖ **8 CFR 214.2 (f) (10) (i)**

- Must be <u>integral part of an established curriculum</u> and <u>directly related to student's major</u> of study

- Defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum

- <u>Eligible after one full academic year of study</u> (Fall and Spring)

- Paid / unpaid

- Must be enrolled full-time during CPT period

CPT Requirements

∗ **Integral part of established curriculum**

1. Does your plan of study have an internship requirement?
2. Is the internship requirement established in the university catalog?

   ✓ If answer is **Yes**, CPT is available for Fall, Spring or Summer depending on your departmental requirements
   ✓ CPT position must be directly related to major field of study

CPT Requirements

* **Integral part of established curriculum**

  3. No internship requirement in your field of study?

  * Options:
    o Internship is not a required part of degree program, but academic credit will be given for internship, and credit must count toward minimum degree requirements so student will not exceed number of hours required to complete degree
    o Internship is required to complete thesis or dissertation research

* Locate internship course in your field of study

* Position must be directly related to your major field of study

Keep in Mind...

1. CPT is temporary authorization for practical training <u>directly related to your major field of study.</u>

2. If you **use full-time CPT for total of 12 months** or more, <u>you will **NOT** be eligible for any subsequent OPT</u>. (Use of part-time CPT does not affect eligibility for OPT)

3. You need to confirm with your academic department total number of credit hours dedicated to your internship on your degree program.

4. CPT is off-campus employment. You may **NOT** **combine any type of on-campus** employment at the same time.

Keep in Mind...

5. CPT must be undertaken and completed <u>prior to</u> the completion of your course of study.

6. **CPT start date** should **NOT** be earlier than first working day after previous semester end date.

7. **CPT end date** should **NOT** exceed last working day before next semester start date.

8. Any changes that occur during CPT employment will require an updated offer letter and updated Academic Advisor Confirmation Form & Advisor's Letter.

9. You **cannot** drop a CPT course once your CPT has been authorized. Dropping the CPT course will immediately invalidate your CPT employment.

How to apply for CPT?

❖ **Required Forms for CPT :**

1. **Academic Advisor Confirmation Form**

2. **Academic advisor support letter** on departmental letterhead

3. **Letter of offer from employers** on company letterhead (template provided)

4. **Copy of class schedule** showing enrollment in course student is taking for internship

How to apply for CPT?

1. Go to ISS Website iss.okstate.edu

2. Find **Employment** section

3. Find **CPT** under Practical Training for F1 Students

How to apply for CPT?

Apply for CPT

Step1

Read CPT information PDF & CPT application instructions

→ **CPT Information PDF**
→ **CPT Application Instructions**

Prepare required documents before applying

Step2

Find CPT I-20 Request Form on ISS Terra Dotta portal

→ **Apply CPT here**

Fill out form and complete it with uploading below:

- Academic Advisor Confirmation Form
- Academic Advisor Support Letter
- Offer letter
- Copy of the internship class enrollment

Step3

Wait for ISS email notification for CPT authorization & I-20

Please allow up to 10 business days to process the CPT I-20

How to apply for CPT?

Procedures after form submission

* ISS verifies :
    If the student has met one full academic year
    If the CPT request start / end date is accurate
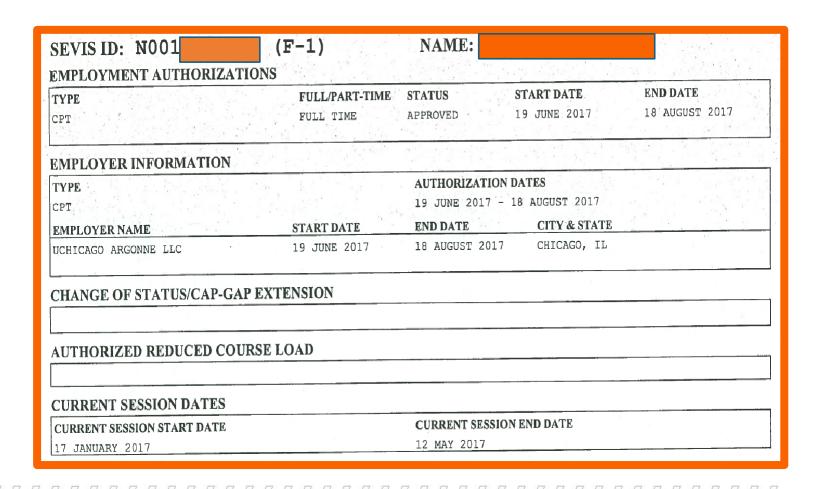   The internship course & recommendation letter from the department
    The employment for the student's field of study

* ISS authorizes CPT & issues CPT I-20
* **ISS notifies CPT authorization to the student by email**

* CPT Does not require EAD card – DSO issues the permission (CPT I-20) to work under CPT

CPT I-20

CPT info on Page 2

- CPT notation is under 'Employment Authorizations & Employer Information'

- Student presents CPT I-20 to the employer for Form I-9

SEVIS ID: N001☐☐☐ (F-1)   NAME: ☐☐☐

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	FULL TIME	APPROVED	19 JUNE 2017	18 AUGUST 2017

EMPLOYER INFORMATION

TYPE		AUTHORIZATION DATES	
CPT		19 JUNE 2017 - 18 AUGUST 2017	

EMPLOYER NAME	START DATE	END DATE	CITY & STATE
UCHICAGO ARGONNE LLC	19 JUNE 2017	18 AUGUST 2017	CHICAGO, IL

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
17 JANUARY 2017	12 MAY 2017

Social Security Number (SSN)

If you do not have SSN already, **you *must apply prior to engaging in internship***

* **SSN Application Instruction**

   https://iss.okstate.edu/site-files/doc/ssc.pdf

* **Social Security Administration**

   Acceptable Evidence Of Employment Status Under CPT
   https://secure.ssa.gov/poms.nsf/lnx/0110211255

- Make sure to have WET ink signature on **CPT I-20** (not electronic signature)
- Make sure to include **Employer Identification Number** (EIN) on **offer letter**
- Apply **no earlier than 30 days** prior to CPT authorized start date

Office of International Students & Scholars

P | 405.744.5459
E | iss@okstate.edu
309 Wes Watkins Center

https://lcl.okstate.edu/iss/