

PROCEDURE FOR OBTAINING CURRICULAR PRACTICAL TRAINING (CPT)

United States Citizen & Immigration Services (USCIS) define Curricular Practical Training as employment that is an “integral part” of a student’s course of study. This work experience may be required by the student’s degree program, or it may be an elective if it is an important part of the program of study.

Spring or Fall CPT: Allowed only if internship is required for the degree currently being pursued and listed on the I-20. As stated in the OSU catalog, the current degrees requiring internships in order to graduate are: **MBA, BAN, MIS, MSIS, HRAD, DHM, Environmental Science (MS) in the field of Environmental Management, Environmental Science (PhD) in the field of Environmental Management and Disaster and Emergency Management, International Studies, Educational Leadership Studies with Emphasis in College Student Development (MS), and Construction Management Technology (BS)**. Student may work full-time and may be enrolled in less than full-time hours, if approved by the ISS office.

Summer CPT: Student may work full-time (40 hours per week) and must be enrolled in an internship class. (1-3 hours)

A total of 12 or more months of full-time curricular practical training prohibits the student of post- completion practical training at the end of the degree.

Cooperative Education (coop) must be offered by sponsored employers through a cooperative agreement with the student’s department and be listed as “Cooperative Education” in the official Oklahoma State University Catalog. The student must have a plan of study approved by the department, which includes a program of cooperative education.

HOW TO APPLY

Step1: Eligibility Link

Click [here](#) to check if you are eligible to apply for CPT.

To submit the CPT application you will need to upload the following documents:

- Adviser’s letter (see example of the recommendation letter below)
- Offer/Employment letter
- Copy of the internship class enrollment

Step 2: Wait for email notification that the ISS office has issued your CPT I-20. You may collect the CPT I-20 in the ISS office. Please allow up to 10 business days to process the CPT I-20.

Here is an example of a recommendation letter from your adviser.

To whom it may concern,

Name of Student is a student in the department of Student’s Department at Oklahoma State University. Practical experience in this field is an important part of this student’s education, as it will enhance knowledge the student acquires in the classroom. For this reason, I recommend that s/he obtain curricular practical training from Date to Date . I understand that the student must be concurrently enrolled in a course, which relates to the practical experience. The course s/he will be concurrently enrolled in is Course Number . The course description and objectives are as follows: (include course description here)