PROCEDURE FOR OBTAINING CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training is defined by United States Citizen & Immigration Services as employment which is an “integral part” of a student’s course of study. This work experience may be required by the student’s degree program, or may be 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 I-20; As stated in the OSU catalog, the current degrees requiring internships in order to graduate are: MSTM; MBA; 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; MSIS; & Educational Leadership Studies with Emphasis in College Student Development (MS) Construction Management Technology (BS). Student may work full-time and may be enrolled in less than full-time hours if approved by an counselor at the ISS office.

Summer CPT: Student may work full-time (40 hours per week) and can be enrolled in the internship class only (1-3 hours)

A total of 12 or more months of full-time curricular practical training will deprive the student of post- completion practical training after the degree is earned.

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

Bring the following items to the ISS office:

→ Valid Passport

→ I-94

→ Valid Form I-20.

→ Letter of offer with employer’s name, address of where you will be working, job description, and dates of employment.

→ Recommendation letter from your academic advisor must be submitted to the ISS Office on department letterhead or can be submitted online here: http://iss.okstate.edu/procedure-obtaining-curricular-practical-training-cpt

Here is an example of a recommendation letter should you choose to submit the hard copy.

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)

I understand that the student must be in lawful F-1 status, and must be in good academic standing. It is the student’s responsibility to understand the rules and regulations associated with this benefit, and to comply with these rules.

Signature: ______________________________________________________ Date: ______________________

If a student proves eligible for this benefit, International Students and Scholars will authorize curricular practical training on the student’s form I-20 via page 3.