Curricular Practical Training
Your options for an internship!
8 CFR 214.2 (f) (10) (i)

- Must be an integral part of an established curriculum and directly related to the student’s major area of study
- One full academic year of study
- Paid or unpaid experience
- Must be enrolled full time during the CPT period
Curricular Practical Training (CPT)

* An integral part of an established curriculum
  * Does your plan of study have an internship requirement?
  * Is the internship requirement established in the university catalog?
  * If the answer is **Yes**, CPT is available for Fall, Spring or Summer depending on your departmental requirements
  * CPT position must be directly related to your major field of study
An integral part of an established curriculum

- No internship requirement in your field of study
- Another option: Summer Internship
- Locate an internship course in your field of study
- Position must be directly related to your major field of study
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*CPT Procedures:*

*What must the student do?*

* Letter from academic department
* Locate an internship course/ enroll in course
* Letter of offer from company
* Address of location for the internship
* Length of internship is for the semester dates only (Fall, Spring or Summer semesters)
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CLICK ON CURRICULAR PRACTICAL TRAINING LINK

Forms

OPT/STEM OPT/Gap-Gap Quick Link

- Update your 12 month OPT Employment information here
- OPT STEM Extension Employment - Click for options
- Cap Gap Request
- E-ship mailing services

CPT Quick Link

- Curricular Practical Training (CPT)
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HOW TO APPLY

Step 1: Complete the link below:

http://iss.okstate.edu/cpt-application

At the bottom of the link, please upload the following:

- 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)
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*CPT Procedures:*

*What must the ISS staff do?*

* Verify that the F-1 student has met the one full academic year
* Verify the internship course and recommendation letter from the department
* Verify the employment for the student’s field of study
* Issue I20 reflecting the CPT on page two
* Does not require an EAD card – DSO issues the permission to work under CPT
Page 2 of the I-20 with CPT notation will be presented to the employer for the Form I-9
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QUESTIONS