

Curricular Practical Training

Your options for an internship!

Curricular Practical Training (CPT)

- * **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

Curricular Practical Training (CPT)

- * **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

Curricular Practical Training (CPT)

* **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)

Curricular Practical Training (CPT)

CLICK ON CURRICULAR PRACTICAL TRAINING LINK

UNION
LIFE HAPPENS AT THE UNION

ISS Home

ISS Services

Forms

Calendar

FAQ

Contact Us



PRE-ARRIVAL INFORMATION



ARRIVAL & ORIENTATION



IMMIGRATION



EMPLOYMENT



INTERNATIONAL PROGRAMS



GET INVOLVED



USEFUL LINKS

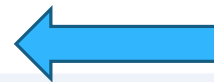
Forms

OPT/ STEM OPT/ Cap-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 \(CPT\)](#)



Curricular Practical Training (CPT)

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 Start Date *
Year ▼ Month ▼ Day ▼ 

CPT End Date *
Year ▼ Month ▼ Day ▼ 

Do you already have an SSN? *
 Yes
 No

Is this your final semester? *
 Yes
 No

Do you plan to apply for OPT while you are away? *
 Yes
 No

Please confirm that you are enrolled in the internship course- *
 Yes
 No

Please upload all the documents mentioned below -

Adviser Letter *

Offer/Employment Letter *

Copy of internship class enrollment *

Comments

Curricular Practical Training (CPT)

* 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

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EMPLOYMENT AUTHORIZATION

EMPLOYMENT STATUS APPROVED - PART TIME	TYPE CPT
EMPLOYMENT START DATE 15 SEPTEMBER 2015	EMPLOYMENT END DATE 15 DECEMBER 2015
EMPLOYER NAME Acme Widgets, Inc.	EMPLOYER LOCATION 1000 Main Street, Suite 210, Anytown, MD 20101
COMMENTS Required internship in major field of study. (Business Management)	

CHANGE OF STATUS/CAP-GAP EXTENSION

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE

EVENT HISTORY

EVENT NAME	EVENT DATE
Registration	25 AUGUST 2014

OTHER AUTHORIZATIONS

AUTHORIZATION	START DATE	END DATE
CPT Employment	15 SEPTEMBER 2015	15 DECEMBER 2015

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