Curricular Practical Training
Your options for an internship!

Updated On June 22, 2017
**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
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)
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CLICK ON CURRICULAR PRACTICAL TRAINING LINK

TAX & EMPLOYMENT

- Important procedure for International students who want to work on campus
- International Peer Advisor Application Form

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)
  (Click here to view the CPT presentation)
Curricular Practical Training (CPT)

HOW TO APPLY

Step 1: 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)
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CPT Eligibility Form

CWD: [ ] Submit

Note: Please enter your CWID ID starting with "A" followed by 8 digits. For example: A11111111

This link is non sharable. The information is specifically tied to your CWID and student information. Unauthorized sharing may result in disciplinary action.
Curricular Practical Training (CPT)

CPT Eligibility Form

CVID: A10022430

Note: Please enter your CVID ID starting with "A" followed by 8 digits. For example: A11111111

You are not currently eligible to fill CPT form

In order to gain eligibility please take the CPT quiz (link is given below)

Before you take the quiz you may first wish to review the study materials by clicking the link below

CPT Study Materials

CPT Quiz

This link is non sharable. The information is specifically tied to your CVID and student information. Unauthorized sharing may result in disciplinary action.
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CPT QUIZ

1. Five questions must be answered correctly to qualify
2. There is no limit on number of attempts

* Required

Email Address (OSU Email IDs only) *
Your answer

Last Name *
Your answer

First Name *
Your answer

OKLAHOMA STATE UNIVERSITY OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS
Dear Regina!

Congratulations! You passed. Your score is 7. You are eligible to fill CPT Application by going to link http://iss.okstate.edu/cpt-application-form
Curricular Practical Training (CPT) Application Form

Last Name:
First Name:
Banner ID/CUID:
Email Address:
Major:
SEVIS Number:
Email Address:
Employer Name:
Company Address:
City:
State:

Start Date:
End Date:
Do you already have SEVIS:

Is this your final semester:
Do you plan to apply for CPT while you are away:

Please confirm that you are enrolled in the internship course:

Please upload all the documents mentioned below:

Advisor Letter *
Offer/Employment Letter *
Copy of internship class enrollment *

Send

Please make sure that you click the upload button after choosing the documents and before you submit. Your form submission will be considered as invalid otherwise.
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**CPT Procedures:**

- **What must the ISS staff do?**
  - Receive an Email confirming your submission for CPT
  - 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
  - Send an email to receive CPT I-20 in the ISS office
  - If automated system does not function – bring documents to ISS
  - Does not require an EAD card – DSO issues the permission to work under CPT
SEVIS ID: N001 (F-1)  NAME:

**EMPLOYMENT AUTHORIZATIONS**

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<th>TYPE</th>
<th>FULL/PART-TIME</th>
<th>STATUS</th>
<th>START DATE</th>
<th>END DATE</th>
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<td>CPT</td>
<td>FULL TIME</td>
<td>APPROVED</td>
<td>19 JUNE 2017</td>
<td>18 AUGUST 2017</td>
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**EMPLOYER INFORMATION**

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<tr>
<th>TYPE</th>
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<tbody>
<tr>
<td>CPT</td>
<td>19 JUNE 2017 - 18 AUGUST 2017</td>
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<table>
<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CITY &amp; STATE</th>
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<tbody>
<tr>
<td>UCHICAGO ARGONNE LLC</td>
<td>19 JUNE 2017</td>
<td>18 AUGUST 2017</td>
<td>CHICAGO, IL</td>
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**CHANGE OF STATUS/CAP-GAP EXTENSION**  

**AUTHORIZED REDUCED COURSE LOAD**  

**CURRENT SESSION DATES**

<table>
<thead>
<tr>
<th>CURRENT SESSION START DATE</th>
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<tbody>
<tr>
<td>17 JANUARY 2017</td>
<td>12 MAY 2017</td>
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QUESTIONS