

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

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

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](#)

[ISS.OKSTATE.EDU](https://iss.okstate.edu)

CPT Quick Link

- [Curricular Practical Training \(CPT\)](#)
(Click [here](#) to view the CPT presentation)



Curricular Practical Training (CPT)

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)

Curricular Practical Training (CPT)

CPT Eligibility Form

CWID:

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

CWID:

Note: Please enter your CWID 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 CWID and student information.
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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 _____

Curricular Practical Training (CPT)

 Reply  Reply All  Forward




okstate.iss@gmail.com

Henry, Regina

10:17

CPT Quiz results

 We removed extra line breaks from this message.

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)

CPT APPLICATION FORM

CPT Application Form

Last Name: <input type="text" value="Last Name"/>	Start Date: <input type="text"/>
First Name: <input type="text" value="First Name"/>	End Date: <input type="text"/>
Banner ID/CWID: <input type="text" value="A12345678"/>	Do you already have SSN: <input type="radio"/> Yes <input type="radio"/> No
Email Address: <input type="text"/>	Is this your final semester: <input type="radio"/> Yes <input type="radio"/> No
Major: <input type="text" value="Major"/>	Do you plan to apply for OPT while you are away?: <input type="radio"/> Yes <input type="radio"/> No
SEVIS Number: <input type="text" value="SEVIS will be present on top right of I-20"/>	Please confirm that you are enrolled in the internship course: <input type="radio"/> Yes <input type="radio"/> No
Employer Name: <input type="text" value="Employer Name"/>	Comments <input type="text"/>
Company Address: <input type="text" value="Address Line 1"/>	
Address Line 2: <input type="text" value="Address Line 2"/>	
City: <input type="text" value="City"/>	
State:	

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.

Please upload all the documents mentioned below

Advisor Letter *

Offer/Employment Letter *

Copy of internship class enrollment *

Curricular Practical Training (CPT)

* **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

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SEVIS ID: N001 [REDACTED] (F-1)

NAME: [REDACTED]

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	FULL TIME	APPROVED	19 JUNE 2017	18 AUGUST 2017

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	19 JUNE 2017 - 18 AUGUST 2017		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
UCHICAGO ARGONNE LLC	19 JUNE 2017	18 AUGUST 2017	CHICAGO, IL

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
17 JANUARY 2017	12 MAY 2017

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