



# CURRICULAR PRACTICAL TRAINING

## Description and Guidelines

CPT (Curricular Practical Training) is off-campus work authorization granted by a DSO (Designated School Official) for an F-1 student to complete an internship that is an integral component of the student's study program.

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preconditions</b>              | F-1 students must have been lawfully enrolled on a full-time basis for two required semesters (fall and spring) before becoming eligible for CPT. Students must be in F-1 status and have not yet completed the academic requirements for their degree program.                                                                                                                                                                         |
| <b>Curriculum Requirement</b>     | CPT should not be used to facilitate off-campus employment as its sole purpose; it must be an integral part of an academic program in one of these ways: <ul style="list-style-type: none"><li>• The internship is a required part of the study program.</li><li>• The internship is required to complete thesis or dissertation research.</li></ul>                                                                                    |
| <b>Internship Offer</b>           | The student must obtain an internship offer letter on company letterhead that indicates all the following: <ul style="list-style-type: none"><li>• Employer's name</li><li>• Employer's address</li><li>• Internship site</li><li>• Internship start and end date</li><li>• Supervisor's name and contact information</li><li>• Job title and description of the duties</li><li>• If the internship is full-time or part-time</li></ul> |
| <b>Enrollment</b>                 | Students who participate in CPT must maintain and complete minimum enrollment requirements.<br>US immigration law does not permit a student to complete less than a full courseload during a required semester (fall and spring) due to a CPT.                                                                                                                                                                                          |
| <b>Location</b>                   | Students can only be employed in the US for the specific internship employer, location, and period as authorized by the DSO on the I-20.                                                                                                                                                                                                                                                                                                |
| <b>Hours Per Week</b>             | CPT may be approved for part-time (20 hours or less per week) or full-time (over 20 hours per week).<br>12 months of full-time CPT will result in ineligibility for Optional Practical Training (OPT).                                                                                                                                                                                                                                  |
| <b>Duration of Recommendation</b> | CPT is authorized by the DSO each semester. Multiple semesters of CPT will require separate applications for each semester.<br>CPT may be authorized only before the completion of the degree.                                                                                                                                                                                                                                          |



# CURRICULAR PRACTICAL TRAINING

## Application Procedure

### STEP 1: Read CPT information PDF & CPT application instructions

Prepare the required documents below before applying

- CPT Confirmation Form
- Offer letter
- Academic Advisor Support Letter

### STEP 2: CPT I-20 Request

Fill out CPT I-20 Request form in ISS Terra Dotta portal under Control Center and submit  
Wait for ISS email notification (Takes up to 10 business days)

### STEP 3: CPT authorized I-20

After receiving the CPT I-20, make sure all information in the I-20 is correct before beginning the employment

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### Important notes:

- ❖ **Incomplete applications will not be processed.** ISS will review your documentation to determine if you qualify for CPT. If you are eligible for CPT, ISS will authorize your CPT and issue CPT I-20 within 10 business days.
- ❖ **You are not authorized for your internship until you receive the CPT I-20 from ISS.** I-20s cannot be backdated to retroactively authorize CPT employment. Remember, if you work without authorization while in F-1 status, **you may lose your F-1 status.**
- ❖ If you enroll in an internship course and do not complete the credit within the given semester, you may lose your F-1 status. If you receive an "I" (incomplete) grade or "W" (withdrawal) from the course, you have worked without fulfilling the obligations of CPT and may be in violation of your F-1 status.



## CURRICULAR PRACTICAL TRAINING

### Legal Information Regarding CPT for F-1 Students

Full-time students in F-1 status are eligible to obtain employment authorization for off-campus internships **when the position is an integral part of the established curriculum for their study program.** This type of restricted internship employment authorization is called Curricular Practical Training (CPT).

The Department of Homeland Security (DHS) is clearly concerned about potential abuses of using CPT where the student has some choice in whether or not to pursue an academic route involving employment. The regulations state that curricular practical training must be “an integral part of an established curriculum.” Curricular practical training is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreement with the school” [see 8 C.F.R s214.2 (f)(10)(i)].

Students who receive 12 months or more of full-time CPT will lose their eligibility for post completion OPT.

Since students will be receiving university credit and a grade for the internship, the internship may not begin any earlier than first working day after previous semester end date and must end no later than last working day before next semester start date. The student must not continue off-campus employment in the next semester without a new CPT authorization.

#### Note to academic advisors:

To verify that a student meets the requirement to complete an internship through CPT, the academic advisor must certify **in writing** (Academic Advisor Support Letter) that the training opportunity is **required and integral** to the student’s study program. If you have questions regarding a student’s eligibility for CPT or the relevant US immigration regulations, please contact the ISS office at [iss@okstate.edu](mailto:iss@okstate.edu) or (405) 744-5459.

#### Note to U.S. employers:

The position offered to the F-1 student must be classified as an internship of limited duration whose primary function is to supplement the student's academic program by providing hands-on, supervised work experience. An offer of full-time, continuous employment is not appropriate for Curricular Practical Training authorization. F-1 students must maintain full-time university enrollment during their internship. Please provide an offer letter on company letterhead that includes the following information regarding the F-1 student’s internship:

- Description of the training program, including location, the name and address of the internship supervisor, number of hours per week, and exact dates of internship
- Goals and objectives of the internship
- Statement acknowledging that the internship relates to the student’s major field of study and that is an integral part of the academic program



## F-1 International Student CPT Confirmation Form (Curricular Practical Training)

CPT (Curricular Practical Training) is temporary work authorization granted to an F-1 student to complete an internship that is an integral component of an F-1 international student's study program.

CPT authorization must be granted by a Designated School Official (DSO) at Oklahoma State University's office of International Students and Scholars prior to commencement of employment, or the student will be in violation of their immigration status.

### A. To be completed by the student

- Student's full name: \_\_\_\_\_
- OSU ID number: \_\_\_\_\_
- Major: \_\_\_\_\_
- Degree level: ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Other
  
- Internship employer name: \_\_\_\_\_
- Employer address: \_\_\_\_\_
- Worksite address: \_\_\_\_\_
- Internship start date (mm/dd/yyyy): \_\_\_\_\_
- Internship end date (mm/dd/yyyy): \_\_\_\_\_
- Internship hours:  
☐ Full-time (more than 20 hours per week) ☐ Part-time (20 hours or less per week)
- Enrolled internship course number and title: \_\_\_\_\_
- Number of credit hours: \_\_\_\_\_

I attest that above information is true and understand it is my responsibility  
to report any elemental changes of the internship to ISS.

Signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Contact information (Phone number / Email): \_\_\_\_\_



### B. To be completed by the academic advisor

- Student's expected graduation semester and year (i.e., Fall 2026): \_\_\_\_\_
- Select one of the options below describing the purpose of the internship:
  - ☐ The internship is a required and established part of the student's program
  - ☐ The internship is required for completion of the student's thesis or dissertation.

I attest that above information is true and hereby recommend that the student  
be authorized for the internship described on this form.

Academic advisor's full name: \_\_\_\_\_

Academic department: \_\_\_\_\_

Academic advisor's signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Contact information (Phone number / Email): \_\_\_\_\_

### C. To be completed by the employer

I attest that the above student's internship information is accurate and true, and agree to cooperate with  
the school in achieving the curricular purposes of the practical training for the above student.

Supervisor's full name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Contact information (Phone number / Email): \_\_\_\_\_

If you have questions regarding this form, please contact the ISS Office.



# CURRICULAR PRACTICAL TRAINING

## Academic Advisor Support Letter Template

This letter is a required part of the CPT application packet.  
Please print this letter on departmental letterhead following these guidelines:

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To: Oklahoma State University International Students and Scholars Office  
From: **(academic advisor)**  
Re: Internship requirement details for **(name and OSU ID #)** for **(semester)(year)**  
Date: **(current date)**

**(Student name)** is enrolled as a full-time **(graduate/undergraduate)** student in **(department)** and expects to complete **(his/her BA, MA, MS, PhD)** degree in **(field)** on **(date)**. **(Student name)** will be enrolled in **(number of hours)** hours at Oklahoma State University during the semester of the CPT internship. I verify that:

- The student is in good academic standing, and is meeting departmental expectations
- The internship is either:
  - a degree requirement (either in the degree plan or as a planned option, and **not** added in addition to academic requirements) for the student's academic program, **or**
  - integral to the student's thesis or dissertation research.
- I, **(academic advisor)**, have met with the student to establish specific course objectives that the student will be expected to achieve during the internship, such as completing the course with a written report, weekly conferences, oral presentation, and/or employer's reports.
- There is an understanding between the employer and the department regarding the course objectives and an understanding that the internship will be completed in satisfaction of degree requirements at Oklahoma State University.

The details of the internship are as follows:

- Complete description of the internship course
- The catalog name and course number of the OSU internship course for which the student will earn credit
- Duration of the internship with exact start and end dates (Starting no earlier than first working day after previous semester end date and ending no later than last working day before next semester start date)
- The name and address of the company where the student will complete the internship.

Please contact me if you have any further questions at **(number)** or **(email address)**.

**(Academic advisor name)**

**(Title)**



(Department)

## CURRICULAR PRACTICAL TRAINING

### Internship Offer Letter Template

This letter is a required part of the CPT application packet.

Please print the internship offer letter on departmental letterhead following these guidelines:

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NASA

John F. Kennedy Space Center  
Merritt Island, Florida 97365

September 28, 2026  
Mr. Neil Armstrong  
10 Landing Street  
Wapakoneta, OH 97330

Dear Mr. Armstrong:

This is to confirm that NASA (**Company's EIN**) is offering you a (**full-time/part-time**) internship of (**20 hours or more per week/20 hours or less per week**) as an (**Astronaut**) from (**date**) to (**date**). This internship will serve as "curricular practical training" (CPT) directly related to your field of study, (**Aeronautical Engineering**), at Oklahoma State University.

The goals and objectives of your internship with us will be practical experience in (**guiding Apollo 11 on a lunar landing mission**). It is my understanding that this internship is an integral part of your academic program.

The location of your internship will be (**Cape Canaveral, orbiting the moon, and lunar surface**). Your internship supervisor will be (**Mr. William Gerstenmaier, Associate Administrator of Space Operations**). His address and telephone number are: (**include complete contact information**).

On behalf of the entire crew, I welcome you to (**NASA**).

Sincerely,  
Michael Griffin  
NASA Administrator