



# Curricular Practical Training (CPT)

International Students & Scholars Office



# CPT

(Curricular Practical Training )

- **Authorization** for F1 international students to **gain employment training** & to **work internship positions** in their **field of study**
- **Full-time** (more than 20 hours per week)
- **Part-time** (20 hours or less per week)



# CPT Requirements

## ❖ 8 CFR 214.2 (f) (10) (i)

- Must be integral part of an established curriculum and directly related to student's major of study
- Defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum
- Eligible after enrolled in SEVP certified school for 2 full semesters (Fall and Spring)
- Paid / unpaid
- **Must be enrolled in full-time at OSU during CPT period**



# CPT Requirements

## \* Integral part of established curriculum

1. Does your plan of study have an internship requirement?
  2. Is the internship requirement established in the university catalog?
- ✓ If answer is **Yes**, CPT authorization is available for each semester depending on your departmental requirements
  - ✓ CPT position must be directly related to major field of study



# CPT Requirements

## \* Integral part of established curriculum

3. **No** internship requirement in your field of study?

- Options:

- Internship is **not a required** part of degree program, but academic credit will be given for internship, and **credit must count toward minimum degree requirements** so student will not exceed number of hours required to complete degree
- Internship is **required** to complete thesis or dissertation research

✓ Locate internship course in your field of study

✓ Position must be directly related to your major field of study



# Keep in Mind...

1. CPT is temporary authorization for practical training directly related to your field of study.
2. If you **use full-time CPT for total of 12 months** or more, you will **NOT** be eligible for any subsequent OPT. (Use of part-time CPT does not affect eligibility for OPT)
3. You need to confirm with your academic department total number of credit hours dedicated to your internship on your degree program.
4. CPT is off-campus employment. You may **NOT** combine a **0.5 FTE Graduate Assistantship** or other on-campus employment with full-time CPT at the same time.



# Keep in Mind...

5. CPT must be undertaken and completed prior to the completion of your course of study.
6. **CPT start date** should **NOT** be on or earlier than previous semester end date.
7. **CPT end date** should **NOT** be on or later than next semester start date.
8. Any changes that occur during CPT employment will require an updated offer letter and updated Academic Advisor Confirmation Form & Advisor's Letter.
9. You **cannot** drop a CPT course once your CPT has been authorized. Dropping the CPT course will immediately invalidate your CPT employment.



# How to apply for CPT?

## ❖ Required Forms for CPT :

1. **Academic Advisor Confirmation Form**
2. **Academic advisor support letter** on departmental letterhead
3. **Offer Letter from employer** on company letterhead
4. **Copy of class schedule** showing enrollment in the internship course



# How to apply for CPT?

1. Go to ISS Website [iss.okstate.edu](http://iss.okstate.edu)
2. Find **Employment** section
3. Find **CPT** under Practical Training for F1 Students



## Employment



### Employment

Rules of employment for each VISA type

- **F-1 Students**
- **J-1 Students**
- **J-1 Scholars**
- **H1-B**
- **Employment FAQs**



### On-campus Employment

Apply for work on campus

- **Apply for Work Permit**
- **Work Permit Renewal (Renew existing Work Permit)**



### Practical Training for F-1 Students

- **Curricular Practical Training (CPT)**
- **Optional Practical Training (OPT)**
- **Optional Practical Training Extension (STEM-OPT)**



### Tax Information

- **Tax Information**
- **Sprintax Information**
- **W-2 Instructions**



# How to apply for CPT?

## Apply for CPT

### Step1

**Read CPT information PDF & CPT application instructions**

- [CPT Information PDF](#)
- [CPT Application Instructions](#)

Prepare required documents before applying



### Step2

**Find CPT I-20 Request Form on ISS Terra Dotta portal**

- [Apply CPT here](#)

Fill out form and complete it with uploading below:

- Academic Advisor Confirmation Form
- Academic Advisor Support Letter
- Offer letter
- Copy of the internship class enrollment

### Step3

**Wait for ISS email notification for CPT authorization & I-20**

Please allow up to 10 business days to process the CPT I-20



# How to apply for CPT?

## ❖ Procedures after form submission

- \* ISS verifies :

  - If the student has met one full academic year

  - If the CPT request start / end date is accurate

  - The internship course & recommendation letter from the department

  - The employment for the student's field of study

- \* ISS authorizes CPT & issues CPT I-20

- \* **ISS notifies CPT authorization to the student by email**

- \* CPT Does not require EAD card – DSO issues the permission (**CPT I-20**) to work under CPT



# CPT I-20

## CPT info on Page 2

- CPT notation is under 'Employment Authorizations & Employer Information'
- Student presents CPT I-20 to the employer for Form I-9

SEVIS ID: N001 [REDACTED] (F-1)		NAME: [REDACTED]		
<b>EMPLOYMENT AUTHORIZATIONS</b>				
<b>TYPE</b>	<b>FULL/PART-TIME</b>	<b>STATUS</b>	<b>START DATE</b>	<b>END DATE</b>
CPT	FULL TIME	APPROVED	19 JUNE 2017	18 AUGUST 2017
<b>EMPLOYER INFORMATION</b>				
<b>TYPE</b>	<b>AUTHORIZATION DATES</b>			
CPT	19 JUNE 2017 - 18 AUGUST 2017			
<b>EMPLOYER NAME</b>	<b>START DATE</b>	<b>END DATE</b>	<b>CITY &amp; STATE</b>	
UCHICAGO ARGONNE LLC	19 JUNE 2017	18 AUGUST 2017	CHICAGO, IL	
<b>CHANGE OF STATUS/CAP-GAP EXTENSION</b>				
<b>AUTHORIZED REDUCED COURSE LOAD</b>				
<b>CURRENT SESSION DATES</b>				
<b>CURRENT SESSION START DATE</b>		<b>CURRENT SESSION END DATE</b>		
17 JANUARY 2017		12 MAY 2017		



# Social Security Number (SSN)

If you do not have SSN already, *you must apply prior to engaging in internship*

## \* SSN Application Instruction

<https://iss.okstate.edu/site-files/doc/ssc.pdf>

## \* Social Security Administration

Acceptable Evidence Of Employment Status Under CPT

<https://secure.ssa.gov/poms.nsf/lnx/0110211255>

- Make sure to have **WET ink signature** on **CPT I-20** (not electronic signature)
- Make sure to include **Employer Identification Number (EIN)** on **offer letter**
- Apply **no earlier than 30 days** prior to CPT authorized start date



# Office of International Students & Scholars

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