Curricular Practical Training

Office of International Students & Scholars

Updated on March 3, 2023

What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT)

❖ **It gives international students authorization to gain employment training and to work in paid internship positions. Students have a chance to work full-time (more than 20 hours per week) or part-time (20 hours or less per week) in their field of study.**

CPT Requirements

❖ **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

- Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum

- After one full academic year of study (Fall and Spring)

- Paid or unpaid experience

- Must be enrolled full time during the CPT period

CPT Requirements

* **An integral part of an established curriculum**

    1. Does your plan of study have an internship requirement?

    2. 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.

CPT Requirements

* **An integral part of an established curriculum**

    * No internship requirement in your field of study?

    Options:

        * The internship is not a required part of the degree program, but academic credit will be given for the internship, and the credit must count toward minimum degree requirements so that student will not exceed number of hours required to complete degree.

        * The internship is required to complete thesis or dissertation research.

    * Locate an internship course in your field of study

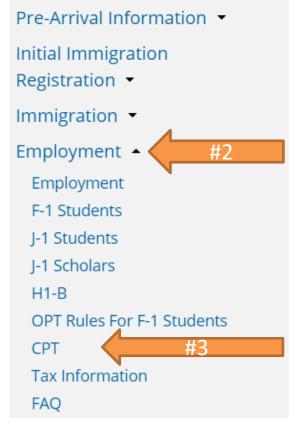   * Position must be directly related to your major field of study

Keep in Mind...

1. CPT is temporary authorization for practical training <u>directly related to your major field of study</u>.

2. If you use a total of 12 months or more of full-time CPT, 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 the total number of credit hours dedicated to your internship on your degree program.

4. CPT is off-campus employment. You may **NOT** combine any type of on-campus employment at the same time.

Keep in Mind...

5. CPT must be undertaken and completed <u>prior to</u> the completion of your course of study.

6. CPT end date should **NOT** exceed the last day of your final semester.

7. Any changes that occur during CPT employment will require an updated offer letter and updated Academic Advisor Confirmation Form/Advisor's Letter.

8. 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?

CPT Procedures:

❖ *What must the student do*?

1. Academic Advisor Confirmation Form

2. Academic advisor support letter on departmental letterhead

3. Letter of offer from employers on company letterhead (template provided)

4. Copy of class schedule showing enrollment in course the student is taking for internship

How to apply for CPT?

Pre-Arrival Information ▾

Initial Immigration
Registration ▾

Immigration ▾

Employment ▲ ← #2

   Employment

   F-1 Students

   J-1 Students

   J-1 Scholars

   H1-B

   OPT Rules For F-1 Students

   CPT ← #3

   Tax Information

   FAQ

CLICK ON CURRICULAR PRACTICAL TRAINING LINK

1. Go to ISS Website iss.okstate.edu
2. On the left side of the page, click the arrow by **Employment**
3. Click **CPT**

How to apply for CPT?

Step1: Read the instruction and fill out the documents

The instruction file includes "Academic Advisor Confirmation form", "Adviser's Letter Sample", and "Offer/Employment Letter Sample".

OSU CPT Application Instructions (Updated on 04-12-2021)

Step2: Fill the form below

CPT Application Form

To submit the CPT application you will need to upload the following documents:

- Academic Advisor Confirmation Form
- Adviser's letter (see example of the recommendation letter below)
- Offer/Employment letter
- Copy of the internship class enrollment

Step 3: 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 5 business days to process the CPT I-20.

How to apply for CPT?

Step 1:

- Go to **CPT Website**. You should read all information on the Website.

- Prepare all the required documents before applying.

Step 2:

- Click the link to start filling out the online application form

- You must upload the following documents:
  - ✓ Academic Advisor Confirmation Form
  - ✓ Advisor Letter
  - ✓ Employment Letter
  - ✓ Copy of class schedule that shows enrollment in course used for CPT

How to apply for CPT?

CPT Procedures:

➤ *What must the ISS staff do*?

* Receive a completed CPT application form with all the required documents
* 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 I-20 reflecting the CPT on page two
* ISS will send an email to you to schedule a time to pick up your CPT I-20
* Does not require an EAD card – DSO issues the permission to work under CPT

CPT (I-20)

Page 2 of the I-20 with CPT notation will be presented to the employer for the Form I-9

Questions?

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