Curricular Practical Training (CPT)

International Students & Scholars Office
What is CPT?
(Curricular Practical Training)
CPT
(Curricular Practical Training)

- **Authorization** for 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 one full academic year of study (Fall and Spring)
• Paid / unpaid
• Must be enrolled full-time 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 is available for Fall, Spring or Summer 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:
    o 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
    o 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 major 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 any type of on-campus employment 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 earlier than first working day after previous semester end date.

7. **CPT end date** should **NOT** exceed last working day before 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. Letter of offer from employers on company letterhead (template provided)
4. Copy of class schedule showing enrollment in course student is taking for internship
How to apply for CPT?

1. Go to ISS Website iss.okstate.edu

2. Find Employment section

3. Find CPT under Practical Training for F1 Students
How to apply for CPT?

Apply for CPT

**Step 1**
Read CPT information PDF & CPT application instructions

- CPT Information PDF
- CPT Application Instructions

Prepare required documents before applying

**Step 2**
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

**Step 3**
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

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<thead>
<tr>
<th>SEVIS ID: N001 [redacted] (F-1)</th>
<th>NAME: [redacted]</th>
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<tbody>
<tr>
<td><strong>EMPLOYMENT AUTHORIZATIONS</strong></td>
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<td><strong>TYPE</strong></td>
<td><strong>FULL/PART-TIME</strong></td>
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<tr>
<td>CPT</td>
<td>FULL TIME</td>
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| **EMPLOYER INFORMATION**        |                  |
| **TYPE**                        | **AUTHORIZATION DATES** |
| CPT                             | 19 JUNE 2017 - 18 AUGUST 2017 |
| **EMPLOYER NAME**               | **START DATE** | **END DATE** | **CITY & STATE** |
| CHICAGO ARGONNE LLC             | 19 JUNE 2017    | 18 AUGUST 2017 | CHICAGO, IL |

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<th><strong>AUTHORIZED REDUCED COURSE LOAD</strong></th>
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<th><strong>CURRENT SESSION DATES</strong></th>
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<td><strong>CURRENT SESSION START DATE</strong></td>
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<td>17 JANUARY 2017</td>
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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