



Curricular Practical Training (CPT)

International Students & Scholars Office



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:

- 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 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



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 File**
- **OSU CPT Application Instructions (Updated on 02-02-2024)**

Prepare required documents before applying



Step2

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

- **CPT Application Link**

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 resentes CPT I-20 to the employer for Form I-9

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		



Office of International Students & Scholars

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