CURRICULAR PRACTICAL TRAINING

If you are an F-1 student and would like to participate in an off-campus internship, you will need to apply for a Curricular Practical Training (CPT) authorization, which is issued by an international student advisor. CPT is a benefit of being in valid F-1 status. You should not assume that you will be automatically eligible to receive this authorization. It is important that you plan ahead and allow adequate time for processing of your request for a CPT authorization.

An international student advisor will issue a CPT authorization within 5 business days from the date you submit your application, provided the application is complete and contains all required documentation. Incomplete applications will not be accepted. You may not begin working until you have received an I-20 with the appropriate CPT authorization. Unauthorized employment is a serious violation of your F-1 status and must be reported to U.S. Citizenship and Immigration Services (USCIS) by terminating your SEVIS record.

To apply for CPT, you must complete the following steps:

1. Review the attached CPT application packet carefully. You are responsible for understanding the eligibility requirements for and limitations of a CPT authorization.

2. Attend a CPT information workshop. To reserve a seat at a workshop, contact the International Student Advising and Services (ISAS) receptionist at 541-737-6310.

3. Meet with your academic advisor to discuss your proposed internship. Your advisor will need to complete a portion of the CPT Authorization Request Form included in this packet.

4. Submit a complete CPT application to ISAS. A complete application includes the following materials:
   - CPT Authorization Request Form - The form must contain all required information and be signed by your academic advisor, verifying that your internship is either an integral or required part of your degree program.
   - Statement of Purpose - Statement written by you describing how the internship is integral to your academic program, thesis, dissertation, or final project (integral internships only).
   - Photocopy of your employment offer letter on letterhead, containing all of the following information:
     - Brief description of the training
     - Complete address of the location of employment (street, city, state, and ZIP code)
     - Exact start date and end date of employment (month, date, and year)
     - Number of hours you will be expected to work each week
   - Photocopy of your I-94 Arrival/Departure card (front and back)

5. Register full-time for the terms in which you will participate in the internship. (3 hours of internship credit are required during the academic year and during the summer vacation term.)
CURRICULAR PRACTICAL TRAINING (CPT)

Before you accept an internship position, you must attend a Curricular Practical Training (CPT) information workshop offered by International Student Advising and Services. CPT workshops are generally offered twice a month. To reserve a seat at a CPT workshop, contact our receptionist at 541-737-6310.

If you are unable to attend a session due to a class conflict, please make an appointment with an international student advisor to determine if you are eligible to apply for CPT and to discuss how your proposed internship fits into your program of study. Your application for CPT will not be accepted unless you have attended a CPT workshop or met with an international student advisor.

Purpose of CPT

CPT allows you to engage in an internship, practicum, or cooperative education program – generally off-campus—that is a required or integral part of the curriculum in your department. If you are authorized for CPT, you will be eligible to work in a specific internship or practicum for a specific period of time.

Unlike Optional Practical Training (OPT), CPT is authorized by International Student and Faculty Services (ISAS), not U.S. Citizenship and Immigration Services (USCIS). If your CPT application is approved, you will receive a new I-20 with an employment authorization within 5 business days. You must present this I-20 to your employer as proof of employment eligibility before beginning work.

Eligibility for CPT

In general, you are eligible to apply for CPT if:

- You are currently in valid F-1 status.
- You are engaged in a degree-seeking academic program, or a structured non-degree program that is part of an established OSU curriculum.
- You have been enrolled in a full course of study at least 9 months (3 terms) prior to the internship start date.
- Your proposed internship is either a required or integral part of the established curriculum for your program, for which you will receive academic credit.

When CPT May Be Authorized

CPT may only be authorized prior to the completion of studies. Undergraduate and graduates students may be authorized for an internship during the summer or during the academic year if the internship is a required or integral part of the department’s curriculum. Graduate students may be authorized for an internship after the completion of all required coursework, including required project, thesis, or dissertation hours, only if the internship is required to complete the final project, thesis, or dissertation.

CPT may not be authorized after a recommendation for Optional Practical Training has been issued. If you anticipate beginning an internship near the end of your program, or if you will need to extend a current CPT authorization, you should submit your CPT application before requesting a recommendation for Optional Practical Training.

Required vs. Integral Authorization

CPT may be authorized for an internship that is either a required or integral part of your academic program. A required internship must be completed by all students in a degree program and is generally listed on the program of study. An integral internship is not specifically required by the degree program, but may be highly encouraged by your academic advisor or necessary for you to learn specific skills or gather research for your thesis, dissertation, or final project.

Part-Time vs. Full-Time Authorization

CPT may be authorized for either part-time or full-time employment. Part-time authorization permits a student to engage in an internship for up to 20 hours per week. Full-time authorization permits a student to engage in an internship for more than 20 hours per week (the actual maximum is set by applicable state and federal labor laws). The full-time or part-time authorization is given independent of any current on-campus work authorization, including graduate assistantships.
When to Apply

Students may not begin an internship until they have received the appropriate CPT authorization from ISAS. It is important that you plan ahead and allow time to attend the required CPT workshop, have your advisor complete the CPT request form, and have ISAS process your application. Your CPT application will be processed in 5 business days. Incomplete applications will not be accepted. Please note that ISAS will not accept e-mails or voicemails from your employer in lieu of required documentation. You are responsible for gathering all required documentation and submitting a complete CPT application.

Registration Requirements

While on CPT, you must continue to meet the full-time registration requirement (12 hours for undergraduate students, 9 hours for graduate students). In order to verify the relationship of the internship to your academic program, you must register for at least 3 hours of internship credit during the term(s) in which you will be employed. Please consult with your academic advisor to determine which course is most appropriate for the type of training you will be doing. Your department may recommend you register for internship, practicum, thesis, dissertation, or special project courses.

If you will be employed during the academic year, the required 3 hours of internship credit may be part of your regular course schedule. If you will be employed during the summer vacation term, you must register for at least 3 hours of internship credit, even though you would normally otherwise not be required to register. If your internship will extend into another term, you will be required to register for internship credit during that term as well as the term in which the internship began. You will not be required to register for another term if the internship extends less than two weeks into that term.

Multiple/Overlapping CPT Authorizations

Students may be authorized for more than one internship at the same time, provided each internship meets the eligibility requirements for a CPT authorization. A separate and complete CPT application must be submitted for each internship experience. We highly recommend you discuss your time commitments with your academic advisor before requesting authorization for internships that will be completed at the same time.

Extension of CPT Authorization

If your employer would like to extend your internship beyond the dates you were original authorized for, you will need to submit another complete CPT application to ISAS at least 10 days prior to the new requested start date. ISAS requires at least 5 business days to process all CPT applications, including extensions. Additional processing time is recommended for extensions requests to ensure adequate time to review all materials and issue a new CPT authorization so there is no gap in employment.

CPT and Optional Practical Training

Students who have been authorized for any amount of part-time CPT, or less than 12 months of full-time CPT, are eligible to apply for Optional Practical Training following the completion of studies. Students who have been authorized for 12 months or more of full-time CPT are not eligible to apply for Optional Practical Training. You should keep track of your total amount of full-time CPT authorization to determine if you are nearing the 12 month mark. CPT completed at a different degree level, regardless of the duration or full-time status, will not affect your eligibility to apply for Optional Practical Training based on your current degree level.

If you have been authorized for full-time CPT, and you will be employed for less than the original time requested, please notify our office so your CPT authorization may be shortened to the actual period of employment. Any remaining period of full-time CPT authorization will count towards the 12 month total that disqualifies you from applying for Optional Practical Training, regardless of whether you engaged in employment during that time. It is therefore important to shorten your original authorization so the unused full-time CPT authorization does not remain on your immigration record.
CPT Eligibility for Undergraduate Students

<table>
<thead>
<tr>
<th>TYPE OF INTERNSHIP</th>
<th>REQUIREMENT</th>
<th>PART-TIME or FULL-TIME</th>
<th>MINIMUM REGISTRATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required internship (MECOP or other required internship)</td>
<td>Required part of degree program or option</td>
<td>Part-time or full-time (varies by department)</td>
<td>12 credits each academic term; 3 credits required for summer term</td>
</tr>
<tr>
<td>Summer internship</td>
<td>Must be an integral part of curriculum in student’s department</td>
<td>Part-time or full-time</td>
<td>3 credits required for summer term</td>
</tr>
<tr>
<td>Internship during academic year</td>
<td>Must be an integral part of curriculum in student’s department</td>
<td>Part-time or full-time</td>
<td>12 credits each academic term</td>
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</table>

CPT Eligibility for Graduate Students

<table>
<thead>
<tr>
<th>TYPE OF INTERNSHIP</th>
<th>REQUIREMENT</th>
<th>PART-TIME or FULL-TIME</th>
<th>MINIMUM REGISTRATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required internship</td>
<td>Required part of degree program or option</td>
<td>Part-time or full-time</td>
<td>9 credits each academic term; 3 credits required for summer term</td>
</tr>
<tr>
<td>Summer internship</td>
<td>Must be an integral part of curriculum in student’s department</td>
<td>Part-time or full-time</td>
<td>3 credits required for summer term</td>
</tr>
<tr>
<td>Internship prior to completion of coursework</td>
<td>Must be an integral part of curriculum in student’s department</td>
<td>Part-time or full-time</td>
<td>9 credits each academic term; 3 credits required for summer term</td>
</tr>
<tr>
<td>Internship during writing of thesis, dissertation or final project (all course-work is complete)</td>
<td>Thesis, dissertation or final project must be based on research or data from internship</td>
<td>Part-time or full-time</td>
<td>3 credits each academic term; 3 credits required for summer term</td>
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</tbody>
</table>

* Notes on Minimum Registration Requirements

Undergraduate students must maintain a full course of study (12 hours) each academic term. Registration for fewer than 12 hours requires a Reduced Course Load authorization (request forms are available on the ISAS website and in our office). If summer is your final term of study, you must still register for 3 hours of internship credits and request a Final Term Reduced Course Load.

Graduate students must maintain a full course of study (9 hours) each academic term. After the completion of all required coursework on the program of study, you may request a Reduced Enrollment authorization to register for 3 hours until the completion of studies. If summer is your final term, you must still register for 3 hours of internship credits and request a Reduced Enrollment.
APPLICATION PROCEDURES FOR CPT

Step 1: Attend a CPT information workshop offered by International Student and Faculty Services (ISAS).

CPT workshops are generally offered twice a month during the academic year and one to two times a month during the summer. If you are unable to attend a workshop due to a class conflict, please make an appointment with an international student advisor. To reserve a seat at a CPT workshop or make an appointment with an advisor, please contact the ISAS receptionist at 541-737-6310. Your CPT application will not be accepted until you have attended a CPT workshop or met with an international student advisor.

Step 2: Meet with your academic advisor.

Once you have identified an internship which you are interested in applying for, meet with your academic advisor to discuss how the internship will fit into your academic program. If your academic advisor determines that it qualifies as an integral or required part of your academic program, he or she will need to complete a portion of the CPT Authorization Request Form.

Step 3: Obtain and gather the following documents:

Curricular Practical Training (CPT) Authorization Request Form: This form must be completed and signed by your academic advisor or major professor. If he or she is not available, you may request a signature from the head of your department.

A one page written statement written by you explaining how the internship is integral to your academic program, thesis, dissertation, or final project (integral internships only).

Job offer letter from the employer. You may wish to provide a copy of the “Sample Internship Offer Letter” included in this packet to your employer as a template. The job offer letter should be on company letterhead and must include the following details:

- Type of training (job title and brief description of your training position)
- Start and end dates of internship (including month, day, and year)
- Employer’s name and complete address (including street address, city, state and zip code)
- Complete address of employment location, if different from employer’s address
- Number of hours you will be expected to work each week

A photocopy of your most current I-94 Arrival/Departure card (front and back)

Step 4: Submit a complete CPT application to ISAS with all required documentation above.

An international student advisor will review your application to determine if you meet all eligibility requirements. If your application is complete and contains all required documentation, a CPT authorization will be issued within 5 business days. There is no fee for applying for a CPT authorization. It is important that you plan ahead and all adequate time for ISAS to process your application before your desired internship start date.

Step 5: Pick up your I-20 with the CPT authorization from ISAS.

If you are eligible for a CPT authorization, an international student advisor will issue you a new I-20 with an authorization specific to the internship in your application. This new I-20 will serve as proof of employment eligibility, which you must show to your employer before beginning your internship. Please note that each CPT authorization is for a specific employer, location, and period of time, as indicated on page 3 of the I-20. An Employment Authorization Document (EAD) is not required for internships authorized under CPT.
SAMPLE INTERNSHIP OFFER LETTER

OCEAN BLUE, INC
1492 Santa Maria Drive
Newport, OR 97365 541-555-1212

January 10, 2012

Mr. Christopher
Columbus 10 Water Street
Corvallis, OR 97330

Dear Mr. Columbus

This is to confirm that Ocean Blue, Inc. is offering you employment as a Small Craft Pilot from (day/month/year) to (day/month/year). This employment will serve as “curricular practical training” related to your field of study, Navigation and Aquatics, at Oregon State University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars in shallow salt water, without striking bathers. It is my understanding that this training is an integral part of your academic program.

The location of your training program will be the company boatyard in Newport, Oregon, and the waters off the city beaches.

Your training supervisor will be Mr. Amerigo Vespucci, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work (___) hours each week.

On behalf of the company, I welcome you to Ocean Blue.

Sincerely,

Nina Pinta
Director of Personnel
CURRICULAR PRACTICAL TRAINING
AUTHORIZATION REQUEST FORM

Complete this form with your academic advisor and submit it to International Student and Faculty Services (ISAS) with all required documentation for your application. If approved, a new I-20 with a CPT authorization will be issued within 5 business days. Please note that CPT cannot be authorized beyond the last day of your final term of registration.

PART I (to be completed by student)

Last Name (Family) ___________________________________ First Name (Given) ___________________________________
Student ID ______ - ______ - ______ Phone _________________________ Email _______________________________
Current U.S. Address: Street___________________________ Apt._______ City_________________ State________ Zip ________
Primary Academic Program   □ Bachelor’s □ Master’s □ Doctorate □ Major________________________
Estimated date of completion for primary academic program ___ / ___ / ___ (month/day/year)
Secondary Academic Program   □ Bachelor’s □ Master’s □ Doctorate □ Major________________________
Estimated date of completion for secondary academic program ___ / ___ / ___ (month/day/year)
Which program will the internship be related to (degree/major)? ________________________________________________
Estimated final term of registration at OSU   □ Fall □ Winter □ Spring □ Summer 20____

Registration

You must continue to maintain a full course of study while engaged in an internship under CPT. During each term you are engaged in the internship, including the summer vacation term, you must register for at least 3 hours of coursework for which you will receive credit by completing the internship. Acceptable courses include internship, practicum, thesis, dissertation, research, special projects, or any other course directly related to the internship.

Enter your designated internship courses below for the terms in which you will be engaged in practical training:

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Course Title</th>
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Internship Details

Employer (Company) Name ____________________________________________________________
Employer Street Address____________________________________________________________________________________
Employer City______________________________ Employer State _________________________ Employer Zip Code __________
Date of Training (month/day/year) ___ / ___ / ___ to ___ / ___ / ___ Number of hours you will be expected to work each week_____

S:/share/ISAS/F-1 Forms/Transfer In.docx  Revised 08/09/2012
Indicate the type of internship you will be engaged in:

- [ ] Required for my degree or academic objective
- [ ] Integral to the curriculum in my department, and I have not yet completed all required coursework for my program
- [ ] Integral to my thesis, dissertation or final project, and I have completed all required coursework for my program

**Integral Authorizations Only**

If you are requesting authorization for an internship that is integral (not required) for your program of study, please write and submit a one page statement with the following information:

**All students**
- Brief Description of your internship, including your areas of primary focus
- Summary of how the internship is integrally related to your academic program

**Graduate students who have completed coursework (include above details also)**
- Brief description of your thesis, dissertation, or final project
- Explanation of how you will integrate the internship experience into your thesis, dissertation, or final project

**PART II (to be completed by the academic advisor)**

I confirm that this student’s proposed internship is:

- [ ] **required** part of the established curriculum in this department, and the student must participate in the internship in order to complete his/her degree program requirements or academic objective. **Note:** If this internship is through MECOP/CECOP, this internship is considered required for successful completion of the MECOP/CECOP programs.

- [ ] **integral** (not required) part of the established curriculum in this department, which may include optional internships or practicum experiences.

Date of training (month/day/year) ____ / ____ / ____ to ____ / ____ / ____

Student’s estimated completion of studies date (month/day/year) ____ / ____ / ____

**For Graduate Students Only**

Has the student completed all required coursework on the program of study?  
[ ] Yes  [ ] No

- If yes, is the internship integral to the completion of the thesis, dissertation, or final project?  
[ ] Yes  [ ] No

**Authorizing Signature (academic advisor or department chair)**

Name ____________________________________________  Title ____________________________________________

Department _____________________________  Phone ______________________  E-Mail _____________________________

Signature ____________________________________________  Date _____________________________

**International Student & Faculty Services use only**

CPT Authorization: Approved  Denied  Advisor Initials _________  Date entered in SEVIS ____ / ____ / ____