

CURRICULAR PRACTICAL TRAINING (CPT)

Before you accept an internship position, you must complete the online Curricular Practical Training (CPT) workshop through the OIS Canvas Course. You should be enrolled in the “Office of International Services” course and may take the “CPT Workshop” module located there. Your application will not be accepted unless you have participated in an online module.

If you do not have a social security card you will need to take all required documents (passport, CPT I-20, I-94 card, and social security card application) to the social security office to apply for one. Please note that you can only apply for a social security card 30 days prior to the start of your employment.

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 the Office of International Services (OIS), not U.S. Citizenship and Immigration Services (USCIS). If your CPT application is approved, you will receive a new I-20 within 7 business days with employment authorization on the second page. 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 currently 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 OIS. It is important that you plan ahead and allow time to complete the full CPT request process. Your CPT application will be processed in 7 business days. Incomplete applications will not be accepted. Please note that OIS 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 to maintain your F-1 visa status:

- **Undergraduates:** 12 credits (unless it is a vacation term or a Reduced Course Load is approved)
- **Graduates:** 9 credits (unless it is a vacation term or a Reduced Enrollment is approved)

During a regular term: You are required to enroll full time. In order to verify the relationship of the internship to your academic program, **at least 3 credits of your registration will count towards the CPT during the term(s) in which you will be doing the internship.** During the academic year, the required 3 credits for the CPT may be part of your regular course schedule. Please consult with your academic advisor to determine which 3-credit course is most appropriate. Your department may recommend you to register for internship, practicum, thesis, dissertation, or special project courses.

Reduced Enrollment/Reduced Course Load: If you are in your final term, approved for another type of Reduced Course Load, or during the term in which you will defend your thesis/dissertation and you require less than full-time enrollment to graduate, you may request a Final Term Reduced Course Load (if an undergraduate) or Reduced Enrollment (if a graduate). You will be required to maintain at least **3 credits** of registration (this is also applicable for summer graduates).

Summer/Vacation Term: **If you will be on CPT during the summer (or an approved vacation term), you must register for at least 1 credit for the CPT, even though you would normally not be required to register. If your internship will extend into a regular term by two weeks or more, you will be required to register for at least 3 credits for the CPT during that regular term.**

Multiple/Overlapping CPT Authorizations

Students may be authorized for more than one internship at the same time if each internship meets the eligibility requirements for a CPT authorization. A separate and complete CPT application must be submitted for each internship. OIS recommends you to discuss your time commitments with your academic advisor before requesting authorization for concurrent internships.

Extension of CPT Authorization

If your employer would like to extend your internship beyond the dates of original authorization, you will need to submit another complete CPT application to OIS at least 10 days prior to the new requested start date. OIS requires at least 7 business days to process all CPT applications, including extensions. Additional processing time is recommended for CPT extension 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. A letter from your employer indicating your actual employment end date will be required. 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.

APPLICATION PROCEDURES FOR CPT

Step 1: Participate in a CPT information workshop offered by the Office of International Services (OIS).

The workshop is offered via an online module on Canvas. You should be enrolled in the “Office of International Services” Organization and may take the “CPT Workshop” module located there. *Your CPT application will not be processed until you have participated in the online module on Canvas and taken the quiz.*

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

Printout/Photocopy of your I-94 Arrival/Departure Record (<https://i94.cbp.dhs.gov>)

Step 4: Submit a complete CPT application to OIS 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-endorsed I-20 will be issued within 7 business days. There is no fee to apply for CPT authorization. It is important that you plan ahead and allow adequate time for OIS to process your application before your desired internship start date.

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

If you are eligible for 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 2 of the I-20. An Employment Authorization Document (EAD) is not required for internships authorized under CPT.



Office of International Services

University Plaza, 1600 SW Western Blvd Suite 130, Corvallis, OR, 97333

T 541-737-6310 | F 541-737-6226 | <http://international.oregonstate.edu/> | OIS.Student@oregonstate.edu

SAMPLE INTERNSHIP OFFER LETTER

OCEAN BLUE, INC
1484 Seville Drive
Newport, OR 97365 541-555-1212

September 10, 2016

Mr. Bartolome de las Casas
10 Water Street
Corvallis, OR 97330

Dear Mr. de las Casas,

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. Philip King, 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,

Isabella Crown
Director of Personnel

CPT CHECKLIST

Before submitting your application for CPT, OIS requests that you verify your application is complete. **Please note we will not accept incomplete applications.** Processing times are 7 business days from when we receive a complete application.

PLEASE CAREFULLY REVIEW YOUR CPT APPLICATION MATERIALS.

If you have completed the requirement, put a checkmark in the box beside the completed item. If you have not completed an item, you will need to do so before submitting your application.

I have participated in the online CPT workshop on Canvas and have taken the quiz.
(Required prior to applying for CPT)

I have attached a printout of my I-94 Arrival/Departure Record.

PLEASE REVIEW YOUR CPT AUTHORIZATION REQUEST FORM:

My CPT Authorization Request Form contains complete information and has been signed by my academic advisor.

I have attached a one-page written statement describing how my internship is integral to my academic program, thesis, dissertation or final project. ***I have shared this statement with my academic advisor and he or she agrees with my description.***

I am planning to register full-time while I am on CPT and confirm that during the academic year or term in which I defend my thesis/dissertation, at least 3 credits will be related to my internship or at least 1 credit during a vacation term. I have specified the course number(s) and title(s) on my CPT application for the term(s) in which I will engage in CPT.

PLEASE REVIEW THE OFFER LETTER FROM YOUR EMPLOYER:

My job offer letter contains a specific employment start date and end date. (**Acceptable:** June 25, 2018 – September 14, 2018. **Unacceptable:** “mid-June through mid-September” or “end date is 3 months from agreed upon start date.”)

My offer letter contains my job title and a brief description of my position.

My offer letter contains the number of hours I will be expected to work each week. Note: employment over 20 hours in any given week is “full-time.”

My offer letter contains my employer’s name and complete address (and complete address of training site if different from employer’s address).

I certify that my CPT application is complete _____
(Student’s Signature) (Date)



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST

Complete this form with your academic advisor and submit it to the Office of International Services (OIS) with all required documentation for your application. If approved, a new I-20 with CPT authorization will be issued within 7 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 _____ - _____ - _____ Current U.S. Address, Phone, and Email: Go to <https://ipconnect.oregonstate.edu>

Click on Select 'biographical information', then Local U.S. Address and Contact Information E-Forms.

* You are required to report your information to SEVIS to maintain your immigration status.

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 valid immigration status while engaged in an internship under CPT. During the academic year, full-time enrollment is required unless you are approved for a vacation term or a reduced course load. 3 credits are required if you are defending your thesis/dissertation, are in an approved Final Term Reduced Course Load or Reduced Enrollment. A minimum of 1 credit for the CPT is required during summer/approved vacation terms.

Enter your course(s) for the internship below. At least 1-3 credit must be listed for the term(s) you will be engaged in practical training:

Term	Year	Credit Hours	Course Number	Course Title

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 _____

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 degree (e.g., thesis, dissertation, 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 degree (e.g., thesis, dissertation, final project)

PART II (to be completed by the academic advisor or major professor)

I confirm that this student's proposed internship is:

- A **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.

- An **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

Name of Advisor/Professor: _____ Title _____

Department _____ Phone _____ E-Mail _____@oregonstate.edu

Signature _____ Date _____