

Curricular Practical Training (CPT) Tutorial



International Student and Scholar Services

CPT Tutorial Instructions

- View each slide completely
- Note anything you don't understand, so you can ask for clarification later
- It may be helpful to have the following available as you view the tutorial:
 - Employment offer letter (if you already have a job)

What is Curricular Practical Training (CPT)?

- Employment that is an “*integral part of an established curriculum*” and “*directly related to the student’s major area of study*” [8 CFR 214.2 (f)(10)(i)]
- Temporary work authorization during your degree program
- Allows you to gain practical experience & add to your academic knowledge

Remember: your priority is your degree, not CPT!

Why do CPT?

- Apply classroom knowledge in a workplace setting
- Gain practical experience and transferable skills
- Gain experience in the U.S. workplace
- Build personal and professional confidence
- Develop professional relationships
- Increase marketability to U.S. employers (important if you plan to apply for OPT)

CPT and your Academic Program

Because CPT is part of your academic program, you must register for, pay for, and complete at least one approved credit connected to your practical training.

It is up to your academic department to recommend you for CPT and to determine the number of academic credits you must earn for your practical training experience.

Who qualifies for CPT?

- Are you currently in valid F-1 status?
- Are you currently admitted to an academic program?
(IELP students and some post-baccalaureate students are not eligible for CPT)
- Have you completed at least 3 quarters of full-time enrollment (unless your graduate program requires practical training to begin earlier)?
- Do you have a training opportunity in your major field of study?
(CPT cannot be authorized for training related to a student's academic minor)

Well, am I eligible?

If you answered YES to all of the questions on the previous slide, then you are eligible for the CPT.

CPT and credit enrollment

Students must complete the required minimum number of credits during each quarter of approved CPT unless approved by OISSS for a reduced course load or vacation term:

- **Undergraduate students:** 12 credits, including required internship credit
- **Graduate students:** 9 credits, including required internship credit

Full-time or part-time CPT

21 hours/week or more is considered full-time employment for CPT authorization

20 hours/week or fewer is considered part-time employment.

If you accrue 365+ days of FULL-TIME CPT, you are no longer eligible for OPT

What else should you know?

- CPT employment authorization is
 - for a specific employer
 - for a specific period of time
 - for a specific number of hours per week
- Paid *and* unpaid off-campus practical training require CPT authorization

When to apply?

Apply at least **2 weeks** before you plan to start working.

CPT is processed and authorized one quarter at a time.

If your training opportunity spans multiple quarters, you must reapply and be authorized for CPT before each quarter.

More information

CPT cannot be authorized beyond the Friday of finals week of your last term of study.

You must continue to make normal progress toward completion of your degree.

CPT is for educational purposes, not just for employment.

CPT & I-20 Extensions

Your employment may not delay your program completion.

The duration of your I-20 should provide sufficient time to complete your academic degree, *including* any periods of CPT.

Your desire to continue working on CPT cannot be the reason for an I-20 extension.

Before you apply...

1. Secure an internship. Get an **official offer letter** (on letterhead) from your employer (sample letter on slide 16)
2. Meet with your **academic advisor** for confirmation that you will receive **academic credit** for your CPT (either credit registration in Banner or a completed By-Arrangement form)
3. Pass the **CPT Quiz**
 - Log into WorldLink. On the left menu select “Employment and Training Services”.
 - Click “CPT Information and Request”
 - Read all the instructions and begin the quiz

****ECE GRAD STUDENTS ONLY****

If you are an ECE graduate student, the process may vary for you.

Please contact Dr. Hall first to discuss your co-op agreement.

1 Official offer letter

Sample CPT Offer Letter:

On letterhead

Position Title

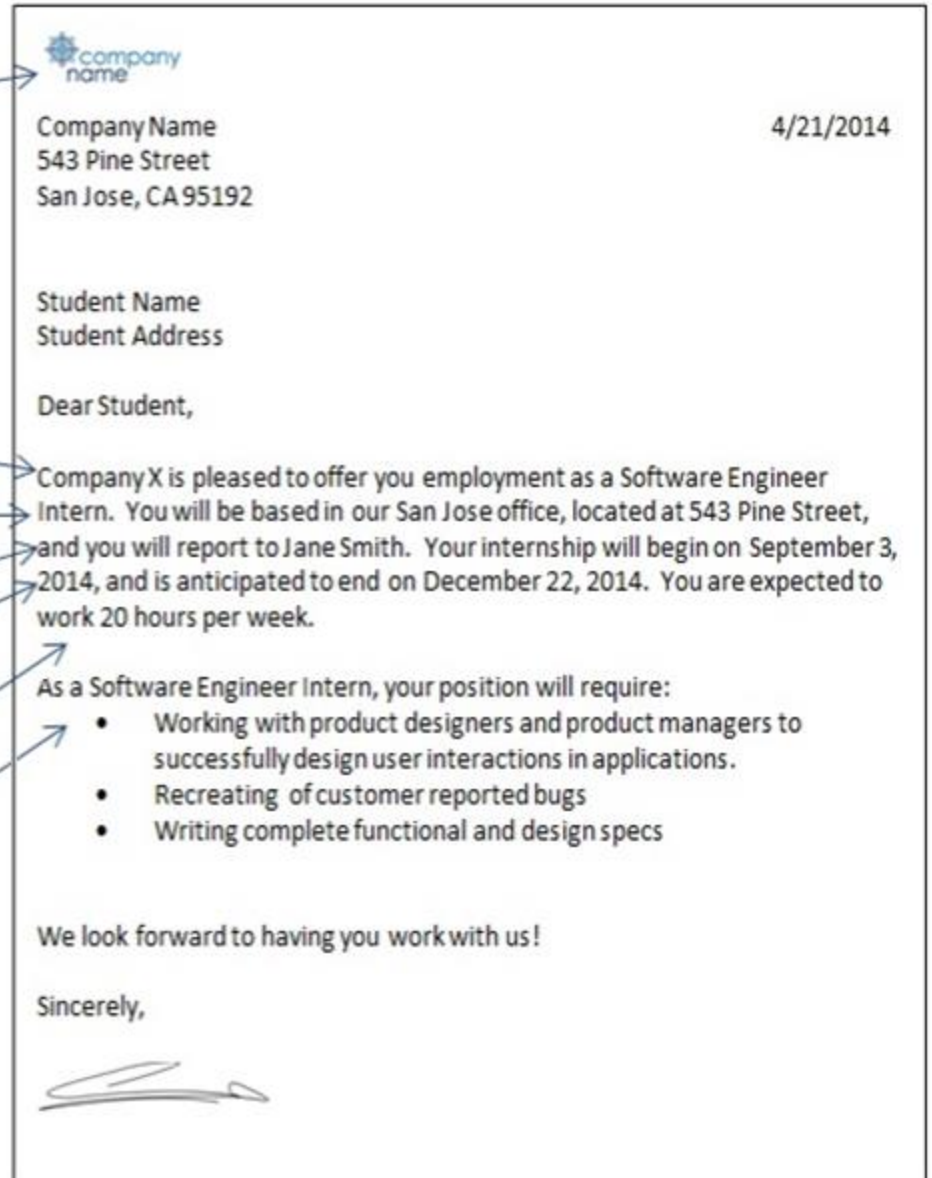
Location

Supervisor Name


Duration

Hours per week

Description of Work



The image shows a sample CPT offer letter with several annotations. On the left, labels with arrows point to specific parts of the letter: 'On letterhead' points to the company logo and address; 'Position Title' points to the student's name and address; 'Location' points to the office address; 'Supervisor Name' points to the supervisor's name in the offer paragraph; 'Duration' points to the start and end dates; 'Hours per week' points to the 20-hour requirement; and 'Description of Work' points to the list of job duties. The letter itself is enclosed in a black border and contains the following text:

 company name
Company Name
543 Pine Street
San Jose, CA 95192
4/21/2014

Student Name
Student Address

Dear Student,


Company X is pleased to offer you employment as a Software Engineer Intern. You will be based in our San Jose office, located at 543 Pine Street, and you will report to Jane Smith. Your internship will begin on September 3, 2014, and is anticipated to end on December 22, 2014. You are expected to work 20 hours per week.

As a Software Engineer Intern, your position will require:

- Working with product designers and product managers to successfully design user interactions in applications.
- Recreating of customer reported bugs
- Writing complete functional and design specs

We look forward to having you work with us!

Sincerely,



2. Register for Credit

Depending on your program, you may register for the required internship credit in one of two ways:

1. By-arrangement: [an online registration process](#) for arranging internship (404 or 504 credit) individually with a professor or instructor in your program.
2. Online registration: If your Department or Program lists internship (404 or 504) credits in the schedule of classes, you may register for the appropriate credit with departmental permission





3. CPT Quiz



- Home
- Alumni
- Employment and Training Services
- Enrollment Services
- I-20 and DS-2019 Services
- Insurance and Finances
- Sponsored Student Services
- University Scholarships

Employment and Training Services

Tasks

-  [CPT Information & Request](#)
-  [CPT for ECE Grad Students](#)
-  [OPT Receipt Upload](#)
-  [EAD Upload](#)

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CPT Information & Request

There are two e-forms in this group.

CPT Information Quiz is for students asking for CPT authorization for the first time. You must complete the quiz before ISSS will issue a CPT I-20 for you. *It takes about 25 minutes to complete the quiz.*

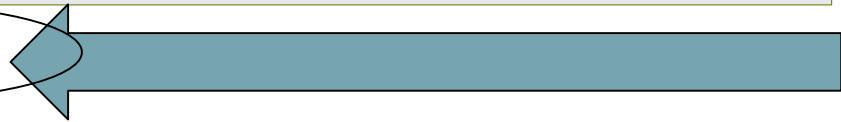
CPT Authorization Request e-form is used to request a [CPT work authorization](#) from the Office of International Student & Scholar Services.

Important

Failure to discuss your internship with your academic advisor before submitting the CPT Authorization Request e-form will result in delays in processing your request.

E-Forms

- [OPTIONAL CPT Information Quiz](#)
- [OPTIONAL CPT Authorization Request](#)





Read all instructions carefully!

You must pass the quiz before you can access the CPT Authorization Request Form.

- Home
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CPT Information Quiz

[MAIN PAGE FOR E-FORM GROUP](#)

This quiz will make sure that you understand the process for getting a CPT authorization and will help you know how to stay in valid F-1 status while working on CPT. OISS will not authorize you for CPT until after you have submitted this quiz.

You must answer at least 90% of the questions correctly in order to submit the quiz.

cpt information & quiz

Curricular Practical Training (CPT) is a type of authorization for international students to engage in off-campus training opportunities or training opportunities on campus that are more than 20 hours per week. Students whose program of study requires an internship or whose academic adviser can verify that the internship adds meaningful experience to the academic program may be eligible to apply.

True or False: CPT authorization is used for off-campus work authorization or for working more than 20 hours per week on campus.

Sabrina was offered an unpaid internship off campus that is related with her major. Does she need CPT authorization for the internship even though she won't be getting paid for it?

At Portland State University (PSU), students must be enrolled in academic credit related to their training in order to be authorized for CPT. That credit should count toward the student's graduation requirements. CPT authorization is employer-specific, so a student must have a job offer at the time of application. The training opportunity must be directly related to the student's major field of study.

Which of these statements about CPT are true? (Check all that apply.)

- CPT credits should count toward degree completion.
- CPT internships must be directly related to your major.
- You should get a CPT authorization before you apply for an internship or job in your degree field.

Ready to Apply? Next Steps!

1. Begin **CPT Authorization Request** in WorldLink. Answer all questions about your employment.
2. Upload your job offer letter
3. Upload your by-arrangement form (if applicable)
4. Enter your Academic Advisors contact information in the form



Enter your employment information.

Upload your job offer letter and by-arrangement form (if applicable).

- Home
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CPT Authorization Request

[MAIN PAGE FOR E-FORM GROUP](#)

(* Information Required)

Students: Use this form to request a Curricular Practical Training (CPT) work authorization or extension of CPT work authorization from OISSS.

In order to complete this e-form you will need the following:

- Name & contact information of the academic advisor who is working with you on your CPT authorization;
- PDF/JPG copy of your internship/job offer letter;
- PDF/JPG copy of your by-arrangement form, special registration form, or proof of enrollment in your internship credit.

After you submit this e-form, your academic advisor will get an email to allow them to log in and verify that your job or internship is approved for credit in your academic program.

VERY IMPORTANT: Do not start training or work until after you have verified the work authorization information on page 2 of your I-20. Working without authorization is a serious violation of your F-1 student status.

Please provide the following information about yourself:

University ID*

Local (U.S.) Phone Number*

Email Address*

Employment Information

This CPT authorization is for*



Enter your Academic Advisor's information in the form.



Make sure you have already met with and communicated your plans with your academic advisor **BEFORE** you submit this form!!!

Academic advisor information

The academic advisor you specify below will receive an email message from OISSS which includes a link to review your request.

Academic department*

Academic advisor's name*

Academic advisor's email address*

Re-type Academic advisor's email address*

Have you already spoken with your academic advisor about how you will earn credit for your internship?*

Yes

No

How will you register for your internship credit?*

Certification & Submission

How do you want to receive your new CPT I-20?*

What happens after I apply?

Your **Academic Advisor** will get an email to review your CPT Request in WorldLink and will:

- Verify your internship is required by your academic program
- Confirm how you will earn academic credit for the employment
- Confirm your expected program completion date
- Provide additional insight to OISSS about your internship opportunity

Then what?

An **International Student Advisor** will:

- Verify your valid F-1 status
- Confirm you have completed three consecutive quarters of full-time coursework
- Check that you are enrolled for internship or other appropriate academic credit
- Verify that your application is complete and meets all requirements
- Authorize your practical training in SEVIS
- Print your CPT I-20

When will I know I'm approved?

If approved, you will receive an email from the Office of International Student Services indicating you have a new I-20 noting your CPT authorization on page two

***IMPORTANT: Do not** begin working until you have received your CPT I-20. The I-20 is your employment authorization and without it you cannot prove that you have authorization to work.

What delays CPT processing?

- Not talking to your academic advisor ahead of time to let them know you are applying for CPT
- A job offer letter that doesn't contain all required information. See slide 16 for all the requirements
- You have I (incomplete) or M (missing) grades from previous terms
- Not maintaining your F-1 status

IMPORTANT!!!

Just because you submit your CPT Request in WorldLink, doesn't mean you will be authorized to work!!

You will get an email when your academic advisor submits their portion of the CPT request.

You will get a final email when your CPT is approved by OISSS

Reasons for CPT denials

Your practical training opportunity is not directly related to your academic major.

Your practical training is only related to your academic minor.

You are not registered for the required internship credit.

You haven't maintained valid F-1 status.

Tips and Reminders

Make sure your job offer letter has all the required information.

If you need to make any changes to your CPT authorization, contact OISSS. For example, if you

- Change to a different employer
- Change your employment start/end date
- Increase/decrease your number of work hours

More Tips and Reminders

CPT is authorized for **only one term at a time**. If your internship will last longer than one term, you **MUST** submit a new CPT application for the next term.

Keep your CPT I-20 (and all of your I-20s) indefinitely. Never discard any I-20!

Address Requirement

If you move, you must update your address in Banweb within 10 days of moving.

SEVIS always should reflect your current residential address.

REMEMBER: you must maintain full time enrollment while authorized for CPT.

Questions employers may ask

Is it legal to hire international students?

Yes. Federal regulations permit employment of F-1 students for Curricular Practical Training (CPT).

Does hiring an F-1 student cost money & require lots of paperwork?

No. The only employer cost is the time/effort to select the best candidate for the position and to prepare the required employment offer letter. OISSS handles the CPT authorization paperwork.

Questions employers may ask

How long can an F-1 student work with CPT authorization?

F-1 are eligible for CPT before degree program completion. If you accrue 365+ days of full-time CPT authorization, you may not do OPT.

Do F-1 students need work authorization before they are hired?

No. CPT authorization isn't required before an F-1 student can be offered employment, but international students **must** have CPT authorization before they begin working.

Final CPT Checklist

- Submit your completed CPT Request at least two weeks before you plan to begin working.
- Watch your pdx.edu email for notification that your CPT has been approved.
- Don't begin working until you have your CPT I-20 (look for the authorization on page 2!).
- Update your address if you move.

Enjoy your practical training experience!

Questions?

Email intl-services@pdx.edu

Phone (503) 725-4094

To make an in-person, phone or Zoom appointment with an international student advisor, visit our website:

<https://immigration-advisors.youcanbook.me>