CURRICULAR PRACTICAL TRAINING

General Information: Curricular Practical Training (CPT) is a type of authorization for international students to engage in off-campus training opportunities. 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. At Portland State University (PSU), students must be enrolled in academic credit related to the training in which they are engaged in order to be authorized for CPT. That credit should generally 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 field of study.

Eligibility: International students who wish to gain CPT authorization must demonstrate that they are in valid F1 status. To do this, they must enroll full-time for an entire academic year prior to the CPT start date. The only exception to this requirement is for graduate students enrolled in programs that require all students in that program to begin a practical training experience before completion of one academic year, such as the Master’s of Social Work program or certain programs in the Graduate School of Education.

Part- or Full-time Authorization: A student must be enrolled full time during the academic year regardless of whether they intend to work part-time or full-time at their internship site. Part-time CPT does not accrue against Optional Practical Training. Students who are approved for 12 or more months of full-time CPT are no longer eligible for Optional Practical Training at that level of study; students who are approved for fewer than 12 months of full-time CPT are still eligible for 12 months of OPT upon completion of their degree.

Application: Before applying for CPT, students must secure job offers and discuss credit-earning options with their academic departments. Students should allow at least 5 business days for application processing and MUST NOT begin working until they have received the I-20 bearing work authorization. This is especially true in the case of extensions (SEVIS does not permit backdating). If an extension is not applied for in a timely manner, then the student must stop working by the date indicated on the I-20 bearing work authorization. If students continue working beyond that authorized date, they are working illegally.

Remember, CPT can only be authorized by PSU’s international student advisors. CPT is authorized on a term-by-term basis at Portland State.

A complete CPT application must contain the following documents:

1. CPT verification form (see the reverse side of this form) signed by the student’s academic adviser or instructor of record.
2. A letter (on official letterhead) from the employer including the following information:
   • Job title
   • Physical address of the location where the student will be employed
   • The beginning and ending dates of the employment period
   • The number of hours/week the student will be expected to work
   • A brief description of the work the student will be doing
3. A copy of the completed by-arrangement form signed by the instructor of record and the Department Chair, if required by the Department. If your Department uses a different method to register the appropriate credits, follow that method instead.

Please attend one of the many OPT/CPT workshops offered by the Office of International Student and Scholar Services throughout the academic year. Afterwards, feel free to contact your international student advisor either by phone (503-725-4094) or by e-mail at oia@pdx.edu.
Adviser Verification Form – Curricular Practical Training

To the adviser,

The student named below wishes to be authorized for an off campus training opportunity as allowed by the Department of Homeland Security. Before our office can authorize such employment, we must establish that the work the student will be doing provides experience which supplements the academic program of study in a meaningful way. As the student’s academic adviser, it is your responsibility to confirm that the credit awarded for this internship will a) count toward the requirements for degree completion or b) that the experience is sufficiently valuable to the student’s academic and professional goals that it merits an exception to the requirement of degree-applicable credit; that it is directly related to the student’s field of study, and that it is an integral part of the student’s degree program. If you have any questions about doing so, please call our office at 503-725-4094.

Please verify to the best of your ability:

The student’s expected date of completion of studies/graduation: ______________________

The employment is (please check one):

☐ a required internship
☐ required for the completion of student’s thesis/dissertation/official project option
☐ an optional internship (☐ Student will earn elective credit toward degree completion OR ☐ training experience will significantly augment student’s academic program)

Student will register for ______ credits of ____________ using the following registration method:

☐ By-arrangement form ☐ Special Registration form ☐ Online registration ☐ Other ____________

Adviser’s name and signature:

______________________________________________________________________________

Phone or email address: ____________________________ Date: ______________

(ECE graduate students only)

ECE Department Chair or Graduate Coordinator’s signature

******************************************************************************

Students, please provide the following information:

Your Name: ____________________________ PSU ID Number: ____________________________

Local phone or e-mail address: ____________________________

Employing Organization: ____________________________

Location of employment: ____________________________

(required) Street Address

__________________________________________________

City State Zip

Employment start date: ______________ Employment ending date: ______________

Approximate number of hours you expect to work each week: ______________(Please note, employment up to 20 hours/week is considered part time; 21 hours or more is considered full time.)

I have read and understand the Curricular Practical Training guidelines provided on the attached information form. I understand that working more than the equivalent of 12 months on a full-time basis using CPT will cause me to forfeit my OPT, and that I must request an extension of my CPT authorization in a timely manner prior to the expiration of my current authorization or cease working until the new authorization is approved.

______________________________________________________________________________

Student signature Date