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
- Experience 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 ISSS 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 15)

2. Meet with your **academic advisor** for confirmation that you will receive a **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 “F-1 Practical Training”.
   - 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.**
Sample CPT Offer Letter:

Company Name
543 Pine Street
San Jose, CA 95192

4/21/2014

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. By-Arrangement form

<table>
<thead>
<tr>
<th>Term/Year:</th>
<th>Day Phone:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Registrar’s use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title (limited to 20 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRAC: FAMILY THERAPY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grade Method</th>
<th>Use for Summer Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BEGIN WEEK END WEEK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructional Method:</th>
<th>In-Person</th>
<th>Fully Online</th>
<th>Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College/School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Course Learning?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chairperson Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean Signature (when required by school/college):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Name (print please)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**PLEASE USE THESE COURSE NUMBERS:**

<table>
<thead>
<tr>
<th>Course Number*</th>
<th>Use</th>
<th>Official Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>199/299/399</td>
<td>SPST</td>
<td>Special Studies</td>
</tr>
<tr>
<td>401/501/601</td>
<td>RES</td>
<td>Research</td>
</tr>
<tr>
<td>402/502/602</td>
<td>IS</td>
<td>Independent Study</td>
</tr>
<tr>
<td>403/503/603</td>
<td>THESIS</td>
<td>Thesis</td>
</tr>
<tr>
<td>404/504/604</td>
<td>COOP ED</td>
<td>Cooperative Ed</td>
</tr>
<tr>
<td>405/505/605</td>
<td>R&amp;C</td>
<td>Reading &amp; Conference</td>
</tr>
<tr>
<td>406/506/606</td>
<td>PROJ</td>
<td>Projects</td>
</tr>
<tr>
<td>407/507/607</td>
<td>SEM</td>
<td>Seminar</td>
</tr>
<tr>
<td>408/508/608</td>
<td>WKS</td>
<td>Workshop</td>
</tr>
<tr>
<td>409/509/609</td>
<td>PRAC</td>
<td>Practicum</td>
</tr>
<tr>
<td>410/510/610</td>
<td>TOP</td>
<td>Topics</td>
</tr>
</tbody>
</table>

* Not all course numbers are approved for all departments; see Catalog/Bulletin.

Revised 11/16 - Registration | by_arrangement.doc

Records Retention: 1 year
3. CPT Quiz

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 1-20 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.

- CPT Information Quiz
- CPT Authorization Request
Read all instructions carefully!

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

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. OISSS 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...
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).
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!!!
What happens after I apply?

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

- 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 quarters of full-time courses consecutively
- Check that you are enrolled in 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 the I-20 that notes your CPT authorization. The I-20 is your employment authorization and, without it, you will be working illegally.
What delays CPT processing?

• Not talking to your academic advisor ahead of time to let them know you are applying for CPT

• Your job offer letter 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 good F-1 status.
IMPORTANT!!!

Just because you submitted your CPT Request in WorldLink, doesn’t mean you have work authorization!!

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 correct 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 international 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. ISSS 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 can 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 oia@pdx.edu

Phone (503) 725-4094

Make an in-person or phone appointment with an international student advisor: https://immigration-advisors.youcanbook.me