

CURRICULAR PRACTICAL TRAINING (CPT)

What is CPT? Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program. CPT is typically done on a part-time (up to 20 hours a week) basis during the school year and on a full-time (over 20 hours a week) during vacation periods. CPT gives students the possibility to work off campus or to work for more than 20 hours a week if certain qualifications are met.

Who is eligible for CPT?

- ⊕ The F-1 student who is in status at the time of application and has been in full-time student status for the 9 months preceding the CPT application. Exception: Graduate students whose degree requires immediate participation in an internship may apply at any time.
- ⊕ F-1 students on full or part time CPT during the school year **must be registered full time**. Students may not take a reduced course load and then apply for CPT. There are two exceptions to this 1) when a program requires that all students who are done with course work proceed to an internship semester or year 2) when a student is in his or her last semester before graduation and is getting the balance of credits for the degree.
- ⊕ Students who are finished with program requirements and who are merely delaying graduation to make use of CPT **will not be granted CPT**.

Types of CPT:

- ⊕ Required for the degree program. The Bureau of Citizenship and Immigration Services (BCIS) defines required as the following: **everyone in a degree program must do an internship or they will not receive their degree**. Very few programs at MSU have internships that meet the BCIS definition of required.
- ⊕ Integral part of an established curriculum. If the internship is not required, then it must be taken for credit. Students can either sign up for an internship credit or connect CPT to a relevant class being taken in that semester. The student and the advisor will need to note the appropriate course number on the CPT Authorization Form.
- ⊕ Completion of doctoral dissertation: internship may be done to engage in research necessary to complete a doctoral dissertation.
- ⊕ CPT over the summer: students who wish to take CPT during the summer break under "Integral part of an established curriculum" may either register for credit in the summer months or connect CPT to a relevant class from the **previous** spring or **forthcoming** fall. Students must bring in proof of enrollment.

More Information about CPT:

- ⊕ You must have an offer of employment to apply for CPT. Please note that even off campus non-paid internships may require authorization by OISS.
- ⊕ Your Academic Adviser/Graduate Adviser/Major Professor first recommends the CPT. It is then authorized by the "Designated School Official" (International Student Advisor) in the Office for International Students & Scholars at MSU. Students who have completed their applications and have all materials ready should make an appointment with OISS to have their CPT processed.
- ⊕ Part-time CPT is defined as working 20 hours or less per week and it does not affect Optional Practical Training eligibility. Full-time CPT is defined as working 21 or more hours per week. If you accumulate **12 months** or more of full-time CPT authorization, you will **not** be eligible for OPT.
- ⊕ If you change employers while on CPT, you need to file a new CPT application. CPT is employer specific; you can only work for the company that you have authorization to work for on your I-20.
- ⊕ You are authorized for specific dates of employment on your I-20. You may **not** begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you must reapply for CPT and be approved by OISS. If you work past the end date, you will be working illegally and could lose future immigration benefits.
- ⊕ OISS will only authorize CPT for a semester at a time unless you are in a **required** internship program that extends beyond the semester.

How To Apply For CPT:

1. Find an internship, co-op, practicum, or other position.
2. Fill out the top section of the **CPT Authorization Form**
3. Make an appointment with your Academic Adviser/Graduate Adviser/Major Professor to determine which type of CPT is appropriate (required or for course credit.) If it is for course credit, indicate the course and bring in proof of enrollment.
4. Have your Academic Adviser/Graduate Adviser/Major Professor fill out the bottom section of the **CPT Authorization Form**
5. Complete the attached I-538 form.
6. Set an appointment to see an OISS Advisor and bring the following with you to OISS:
 - Passport
 - I-94 card
 - SEVIS I-20
 - CPT Authorization Form completed and signed by academic advisor
 - Letter from employer giving the following information: *(We will **keep** this letter, so make a copy if you may need it for the future.)*
 - Job title
 - Beginning and ending dates of employment
 - Wage/salary/remuneration
 - Number of hours per week to be worked
 - Place of employment
 - Brief description of work
 - Proof of course enrollment to cover all periods of work.

Once all of this has been completed and your I-20 has been endorsed for CPT, you will receive an e-mail telling you that your I-20 is ready for pick up in room 103 International Center. Please turn in all completed paperwork 7 to 10 days in advance of the day you wish to begin working.

Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)			2. Date of birth:
3. Student admission number:		4. Date first granted F-1 or M-1 status:	
5. Level of education being sought:		6. Student's major field of study:	
7. Describe the proposed employment for practical training:			

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: _____
- Is taking less than a full course of study at this school because: _____
- Completed the course of study at this school on (date): _____
- Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only

Microfilm Index Number:

