CPT Workshop
(Curricular Practical Training)
Office of International Students and Scholars (OISS)
Wayne State University

Presenter

Ann K. Capela
International Student Advisor
Employment Options for F-1 Students

- On-Campus
  Student Assistant
  GRA/GTA/GSA

- Off-Campus
  Curricular Practical Training (CPT)
  Optional Practical Training (OPT)

What’s to be Covered

- What is CPT and how does it differ from other forms of employment available to international students
- What types of CPT are available
- Who is eligible for CPT and what are the requirements
- Rules that must be followed while on CPT
- Causes for F-1 Termination
What is CPT?

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Source: [8 CFR 214.2(f)(10)(i)].

CPT

• CPT is temporary authorization for practical training directly related to your academic program.

• It can include regular training, internships (paid or unpaid), cooperative education, or any other type of required internship or practicum.

• Since it is considered to be part of your academic program, it must be completed prior to the completion of your program.
What types of CPT are there?

• Required by your degree program: The training is required as part of your core program requirements. Basically the department is mandating that you participate in order to obtain your degree.

• Integral part of the program: The training is not required as part of your core program requirements but is offered as elective credit toward your program requirements.

• Cooperative Education program: This is available to students selected to participate in WSU’s Cooperative Education Program.

Full-Time vs. Part-Time

• Full-Time: Defined as more than 20 hours per week.
  • You can work full time while on CPT, however you still need to maintain full-time enrollment. CPT does not substitute for your enrollment requirement.
  • Exceptions to the full-time enrollment may be made during the spring/summer semester.
  • If you work more than 11 months of full-time CPT you forfeit your eligibility for post completion Optional Practical Training.

• Part-Time: Defined as 20 hours per week or less.
  • Must maintain full-time enrollment.
  • There are no time limits on part-time CPT.
**Students eligible for CPT:**

- Maintain valid F-1 Student status
- Are in a degree program, with a declared major
- Have completed at least one full academic year of full-time enrollment. Exceptions to this rule are granted for graduate programs that include immediate, mandatory, training.
- A internship offer, as CPT is granted based on employer and position
- Are enrolled for full-time course load

**Rules and other information for CPT:**

- CPT cannot delay your graduation
- CPT is approved per semester. If you require additional time beyond your current approved end date, you will need to re-apply with all new documentation.
- It is required that you submit a copy of the final report of your internship at the end of each semester. It must be signed and dated by your supervisor and professor.
- OISS cannot authorize CPT with a start date in the past. Completed paperwork and documents must be presented to OISS no later than 7 business days before employment begins.
Rules and other information for CPT (cont’d):

• OISS must authorize the CPT before employment can begin.

• Students on CPT, transferring out of WSU, can continue their employment until the transfer release date. The new school will need to authorize any further CPT.

• English Language Institute students are not eligible for CPT.

• Health insurance coverage must be maintained while on CPT.

• If you apply for CPT in your last semester, you must also be enrolled in at least one degree-required course in addition to your internship credit.

Rules and other information for CPT (cont’d):

• You must be enrolled for the internship credit.

• If you are in your last semester and are considering CPT, you must complete the CPT application/approval process before beginning the OPT process.

• CPT is employer specific. You are only approved to work at the company listed on your I-20.

• You can only be approved for one CPT position at a time.
Rules and other information for CPT (cont’d):

• Being academically and semester based, you may not begin CPT before the first class day of the semester, and it must end no later than the last day of the regular term.

• For the same reason, CPT cannot be authorized after the academic drop/add period has ended. The last day for CPT authorization each semester is identified on the Registrar’s website as the Census Date/Enrollment Confirmation Deadline and is calculated as the 10th day of each term.

Rules and other information for CPT (cont’d):

• If you intend to change employer after the semester’s drop/add period has ended, you will need to submit the following to OISS as well as complete another CPT application.
  • Final Report from current CPT
  • Letter of completion/internship report from current supervisor
  • Letter from academic advisor/department addressing the academic nature of the new CPT.
  • Updated Plan of Work with new internship credit added.
  • Letter of offer from the new employer with nature of work to be done.
  • Proof of enrollment in the new internship class.
Cause(s) for Immediate F-1 Status Termination

- If documents submitted to OISS are found to be altered or fake
- Working without proper approval
- Working outside of the approved dates stated on your I-20

Applying for CPT

1. Meet with you Academic Advisor, Graduate Advisor, or Career Services to discuss appropriate employment opportunities.

2. Find an internship, co-op, practicum, clinical position, etc.

3. Complete CPT Recommendation Form – Section A. (available from the OISS website)

4. Complete on-line CPT Training Module

5. Have your Academic Advisor, Graduate Advisor, or Career Services Counselor complete the CPT Recommendation Form – Section B
Applying for CPT (cont’d)

5. Visit an OISS advisor with the following documentation:
   • CPT Recommendation Form
   • Current Plan of Work, with internship included
   • Proof of enrollment
   • Valid Passport
   • Current I-94
   • Current I-20
   • Official Letter of Offer (see next page)

Applying for CPT (cont’d)

- The Official Letter of offer must be on the employer’s official letterhead and include:
  • Job Title
  • Employment Start and End Dates
  • Wage/Salary Info
  • Number of Hours per week
  • Full address of employer
  • Description of training program
  • Supervisor’s full contact info
  • Signed – Student’s Statement of Responsibility
  • Signed – Employer’s Statement of Responsibility
SECTION A. TO BE COMPLETED BY STUDENT

Student's Name: [Name]

Major: [Major]

Credit/Graduation Date of Completion:

Employer's Information:

Name of Employer: [Employer Name]

Name of Supervisor: [Supervisor Name]

Date: [Date]

Description of Work Duties and Title:

List All Previous Authorized Employment (Include End and Start Dates, Full-Time or Part-Time, Off or OPT):

Student's Signature: [Signature]

Date: [Date]

SECTION B. TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR

Please select only one:

☐ The CPT is a mandatory requirement for all students, not just for the student. Once obtained a copy of the form is submitted, placing each student a list of the materials, it is mandatory that the materials be returned to the advisor.

☐ The CPT is a mandatory requirement for all students, not just for the student. Once obtained, a copy of the form is submitted, placing each student a list of the materials, it is mandatory that the materials be returned to the advisor.

Advisee: [Adviser Name]

Co-Op Program Coordinator: [Coordinator Name]

Date: [Date]

ACADEMIC ADVISOR PERSONAL DATA

Last Name: [Last Name]

First Name: [First Name]

Signature: [Signature]

(First) (Last)

I understand that I must provide CIS with a copy of the student's academic transcript at the end of the semester.

Department: [Department]

Email: [Email]

Campus Phone: [Phone]

Adviser's Signature: [Signature]

Date: [Date]
Office of International Students and Scholars

Student’s Statement of Responsibility for CPT-Related Practical Training

While on CPT, you are still an F-1 student. Accordingly, you must remain in full-time attendance, maintain F-1 status, and comply with all regulations governing F-1 status and report required changes to the OIS.

1. I understand that I have a current approved Plan of Work (POW) with academic credits. This information is included in the School of Undergraduate Studies F-20 form. I have read and understand this Plan of Work (POW) and it is required to maintain F-1 status.
2. I understand that I must submit all required documentation for F-1 status.
3. I understand that I must submit all required documentation for F-1 status.
4. I understand that I must submit all required documentation for F-1 status.
5. I understand that I must submit all required documentation for F-1 status.
6. I understand that I must submit all required documentation for F-1 status.
7. I understand that I must submit all required documentation for F-1 status.
8. I understand that I must submit all required documentation for F-1 status.
9. I understand that I must submit all required documentation for F-1 status.
10. I understand that I must submit all required documentation for F-1 status.
11. I understand that I must submit all required documentation for F-1 status.
12. I understand that I must submit all required documentation for F-1 status.
13. I understand that I must submit all required documentation for F-1 status.
14. I understand that I must submit all required documentation for F-1 status.
15. I understand that I must submit all required documentation for F-1 status.
16. I understand that I must submit all required documentation for F-1 status.
17. I understand that I must submit all required documentation for F-1 status.
18. I understand that I must submit all required documentation for F-1 status.
19. I understand that I must submit all required documentation for F-1 status.
20. I understand that I must submit all required documentation for F-1 status.

Student First Name: ___________________________ Last Name: ___________________________
Student Signature: ___________________________ Date: ___________________________

Office of International Students and Scholars

Employee’s Statement of Responsibility for CPT

For the Co-curricular Practical Training (CPT) to be processed, the employee must agree to the following requirements:

1. To provide an official letter (as a supplementary letter) that includes the following information regarding the employee’s internship:
   a. Description of the training program, including training, the name, phone number, and e-mail address of the supervisor, number of hours per week, and dates of employment. The letter must include a description of the training program.
   b. Dates and location of the internship.
   c. Statement acknowledging that the student is an intern and states that the student is a part of the academic program.
   d.CL: This letter must be completed and signed and delivered to the Supervisor or Dean.

2. To provide a professional quality educational internship experience for students selected as interns with the employee.
3. To offer a position that is a minimum 12-hour per week, full-time, non-credit bearing position.
4. To be able to offer the student continuous employment and understand that it is appropriate to provide a continuous commitment.
5. To provide a report at the end of the academic year for the student’s academic year.
6. To provide a report at the end of the academic year for the student’s academic year.
7. To provide a report at the end of the academic year for the student’s academic year.
8. To provide a report at the end of the academic year for the student’s academic year.
9. To provide a report at the end of the academic year for the student’s academic year.
10. To provide a report at the end of the academic year for the student’s academic year.
11. To provide a report at the end of the academic year for the student’s academic year.
12. To provide a report at the end of the academic year for the student’s academic year.
13. To provide a report at the end of the academic year for the student’s academic year.
14. To provide a report at the end of the academic year for the student’s academic year.
15. To provide a report at the end of the academic year for the student’s academic year.
16. To provide a report at the end of the academic year for the student’s academic year.
17. To provide a report at the end of the academic year for the student’s academic year.
18. To provide a report at the end of the academic year for the student’s academic year.
19. To provide a report at the end of the academic year for the student’s academic year.
20. To provide a report at the end of the academic year for the student’s academic year.

Employee/Supervisor’s Name: ___________________________ Signature: ___________________________
Department: ___________________________ Date: ___________________________

Office of International Students and Scholars

Wayne State University
Curricular Practical Training (CPT)

Final Approval

- Approval is recommended by the academic advisor and final approval by an OISS advisor before student can begin working.

Things to Remember

- No CPT on Maintenance Status (PhD Students)
- CPT for WSU internship (If you find an internship position)
- CPT and On campus student positions (Can’t do both)
- CPT 20 hrs. and on campus 20 hrs.- Not during Fall and Winter Semester.
For More Information...

- Visit our website at [http://www.oiss.wayne.edu](http://www.oiss.wayne.edu)
- Meet with an advisor during AOC hours or make an appointment

QUESTIONS.....