Curricular Practical Training (CPT)

Workshop for F-1 Students Wishing to Participate in an Internship or Practicum

VISA & IMMIGRATION SERVICE ADVISING

Revised: April 2018
What is CPT?

• CPT is for F-1 student visa holders who wish to take part in a paid or unpaid internship, provided they have maintained their visa status.

• The regulations state that the CPT must be:
  • “directly related to the student’s major of study”.
  • “an integral part of an established curriculum.”

REMEMBER: Your priority is your degree, not CPT.
CPT: The Academic Side

• CPT is a **class**. Because of this, you **must register** and **pay** for sufficient credit.

• The class has to be listed in the University catalogue. Therefore, the number of credits is determined by your academic department.

• Academic departments do not have to approve/endorse your CPT. It is up to the discretion of your department.
The Requirements

• Attend this workshop within six months of your internship start date.

• Complete 2 semesters (fall and spring) of full-time enrollment (or have an approved RCL) in a degree-seeking academic program.

• Have a sufficient GPA:
  • 2.0 for undergrads
  • 3.0 for grads
CPT Dates

- CPT request dates:

<table>
<thead>
<tr>
<th></th>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earliest Possible</td>
<td>May 14, 2018</td>
<td>August 25, 2018</td>
<td>January 12, 2019</td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Latest Possible</td>
<td>August 3, 2018</td>
<td>December 14, 2018</td>
<td>May 8, 2019</td>
</tr>
<tr>
<td>End Date</td>
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- It is not possible to participate in an internship between semesters.
CPT Types

<table>
<thead>
<tr>
<th>Part-Time CPT</th>
<th>Full-Time CPT</th>
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<tbody>
<tr>
<td>20 or fewer hours per week</td>
<td>21+ hours per week</td>
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</table>

• You are eligible for **part-time** CPT in Fall or Spring semester only once in your academic program.

• To be eligible for **full-time** CPT, you **must:**
  • be doing your CPT in the summer AND/OR
  • be in the final semester of your program.

• Once you apply for OPT, you cannot apply for CPT.
  • Timing is very important if you are doing CPT in your graduating semester.
Graduating Semester CPT

• Part-time or full-time CPT.

• CPT must be within Hampton Roads area to fulfill the physical presence requirement.

• Must be registered for CPT AND other academic credit (unless your program requires everyone to have an internship).

• Only **ONE** graduating semester allowed per academic program.
  • If you apply for graduating semester CPT and do not graduate, you must wait to do OPT.
# Enrollment Requirements

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-graduating</td>
<td>Enroll full-time* + Enroll in the CPT course</td>
<td>Only CPT course at a minimum</td>
<td></td>
</tr>
<tr>
<td>semester CPT</td>
<td></td>
<td></td>
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<tr>
<td>Graduating</td>
<td>CPT Credit + at least 1 credit of academic course (unless your program requires everyone to have an internship/practicum)</td>
<td></td>
<td></td>
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<tr>
<td>semester CPT</td>
<td></td>
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</tbody>
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*Full-Time enrollment:
Undergraduate – 12 credits or an approved RCL
Graduate – 9 credits or an approved RCL

Graduate students may not use thesis/dissertation credit to fulfill the CPT credit requirement.
# CPT & On-Campus Employment

<table>
<thead>
<tr>
<th></th>
<th>Spring/Fall Semester</th>
<th>Graduating Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required CPT</td>
<td>on-campus employment + part-time CPT = no more than 20 hours per week</td>
<td>on-campus employment + part-time/full-time CPT = no maximum number of hours*</td>
<td></td>
</tr>
<tr>
<td>CPT</td>
<td>No full-time on-campus employment allowed</td>
<td></td>
<td>on-campus employment + CPT = 40 hours per week</td>
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</tbody>
</table>

- If an internship is **required of everyone** in your program, you **may** have both a **part-time** CPT and on-campus employment.
- If an internship is **not required of everyone** in your program, you **may not** have any type of on-campus employment.

*There may be limits to your employment based on payroll regulations, labor laws, etc.

Do you have a GRADUATE ASSISTANTSHIP? Contact your hiring department.
Pre-Completion OPT

Pre-Completion OPT allows students who intend to do a paid training while they are pursuing their degree.

- Employment must be directly related to students' major.
- Students may work full-time when school is not in session.
- Pre-Completion OPT application must be sent to USCIS (processing time 2-4 months, application fee: $410).

**Pre-completion OPT’s impact on post-completion OPT**

- Full-time OPT is deducted from the 12 month cumulative limit at the full-time rate
- Part-time pre-completion OPT is deducted from the 12 month cumulative limit at a 50% rate.
Application Checklist

• original offer letter with an original signature on company letterhead or forwarded directly from internship site or via student

• CPT Request Form, fully completed

• CPT Responsibilities Form

• CPT credit registration completed

• registered for CPT and other credit, if required
Offer Letter

This is a critical piece of the application. ALL following information must be included:

• Your name
• Company name and address
• Internship site’s name and address (if different from company info)
• Hours of work per week
• Statement about whether or not it is paid (hourly wages \textit{ONLY}) or unpaid
• Description of duties
• Supervisor’s name and contact info
• Start and end dates (per semester only): \textbf{The start date on the letter must be ten business days into the future}
• Statement that this is an internship only (i.e. not long-term employment); no benefits can be offered as part of the employment

\textit{A template offer letter is on the VISA web site.}
INTERNERSHIP OFFER LETTER TEMPLATE

Internship offer letters must be on letterhead and include the company’s name and full address. A new letter must be submitted for each request.

Date

Dear Student Name,

Name of Organization is pleased to offer you an internship educational opportunity at our Job Location facility. Your schedule will be Number of Hours per week, beginning on Date and ending on Date (as per the dates of your semester classes). For this position, you will be paid an hourly rate of Amount. [PLEASE NOTE: As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.]

For this position, your major duties will include Brief Description of Job Responsibilities. Your supervisor will be Name, Supervisor’s Position. His/Her phone number is Phone Number and his/her e-mail is E-Mail.

In addition, it is our understanding that you will be authorized to accept this employment under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrant students. I certify that this position is not meant to be long-term employment for you but an internship position to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue permanent employment for you, there are viable options to easily achieve this (Optional Practical Training and H-1B visa).

Finally, we understand that there is a certain amount of time – approximately two weeks – needed to process your CPT request with Old Dominion and that you may not report to our company/organization until you have received your visa document with the CPT authorization on it.

Sincerely,

[signature]

Company Official

INTERNERSHIP OFFER LETTER REQUIREMENTS

Information NOT to be included in the internship offer letter:

+ Benefits
+ Insurance
+ Retirement
+ Incorrect or open-ended dates

Summary of Required Info for Offer Letter Template

- Student name
- Internship start date
- Internship end date
- Company name
- Company address
- Work location address (if different)
- Duties
- Hours per week
- Paid or unpaid
- Hourly rate
- Supervisor name
- Supervisor contact
Processing Time

**Processing Time:** up to 10 business days after we get your **COMPLETE** application.

**TIP:** A common reason CPT is delayed is that the letter is missing information.

**Reporting to your internship before you have your CPT authorization = WORKING ILLEGALLY**

• You may not be eligible for any future immigration benefits (i.e. more CPT or OPT).
Other Reasons CPT Is Delayed

- All CPT course registration not yet completed.
- Goals are too general; specific, measurable goals must be provided.
  - To gain experience in the field.
  - To help in accounting processes.
  - To assist general manager in marketing new food products to consumers.
  - To observe and participate in running political campaign for local candidate.
Cultural Notes

• Your supervisor will think it’s reasonable that you can’t start for 2-3 weeks.

• Always give 2 weeks’ notice in writing to your internship supervisor if you decide to pursue another opportunity—don’t burn any bridges!

• Hand-written thank-you notes are appreciated!
  • Maybe a gift from your country, too!
  • Career Development Services(CDS) has templates to help you.
Upon approval of CPT...

• An e-mail will be sent to your ODU student e-mail.

• You will get a new I-20 (with the CPT info on page 2) authorizing you to participate in your internship.

• Your paperwork will be available for pick up at the front desk of VISA; a photo ID is required.
Upon approval of CPT…

• You must repeat the *entire* application process if you wish to make any changes.
  • change your employer
  • increase/decrease your work hours

• Keep your CPT I-20, along with all of your other I-20s —even after your CPT is finished.
If Your CPT Is Out of Town…

• Check your ODU student e-mail weekly or have your ODU e-mail forwarded to an account you check on a regular basis.

• You must stay on the ISSlist mailing list for updates on procedural changes and other important announcements.

• Be sure to update your addresses, as required by Immigration.
Address Requirement

• As an F-1 visa holder at ODU, you must keep the following two addresses updated at all times:

  1. **SEVIS U.S. Address**: updated on the VISA website

  2. **SEVIS Home Country Address**: updated on the VISA website

• Address changes must be submitted within 5 days.
• Not having updated U.S. and home country addresses is a violation of your visa status.
If Your Major Requires an Internship

- Special documentation of your internship may be required.
- You do not need to meet with the Career Development Services (CDS), unless required by your department.
- Please make an appointment with your VISA advisor to discuss your plans before you apply.
Final CPT Checklist

• Find an internship via Career Development Services (CDS) or through your own “network”.

• Meet with your CDS liaison and start paperwork with him/her.

• Fill out the CPT application on our website. (The request form must be filled out online.)

• Ask your CDS liaison and your department to sign the Request for CPT-Semester Internship.
Final CPT Checklist

• Submit your application to VISA—no appointment is needed; just drop everything off at our front desk.

• Keep an eye on your ODU student e-mail (e.g. jsmit001@odu.edu) for questions, approval notices or other office announcements.

• Refer your employer to the section on the VISA web site called “Off-Campus Employment” for any taxation questions.

• Enjoy your experience!
QUESTIONS?