Curricular Practical Training (CPT)

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

VISA & IMMIGRATION SERVICE ADVISING

Revised: March 2019
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 2019</th>
<th>Fall 2019</th>
<th>Summer 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earliest Possible</strong></td>
<td>May 20, 2019</td>
<td>August 27, 2019</td>
<td>January 11, 2020</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Latest Possible</strong></td>
<td>August 10, 2019</td>
<td>December 13, 2019</td>
<td>May 06, 2020</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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>
</tr>
</thead>
<tbody>
<tr>
<td>20 or fewer hours per week</td>
<td>21+ hours per week</td>
</tr>
</tbody>
</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><strong>Non-graduating</strong></td>
<td>Enroll full-time* + Enroll in the CPT course</td>
<td>Only CPT course at a minimum</td>
<td></td>
</tr>
<tr>
<td><strong>semester CPT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graduating</strong></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>
</tr>
<tr>
<td><strong>semester CPT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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>on-campus employment + CPT = 40 hours per week</td>
</tr>
<tr>
<td>CPT</td>
<td>No full-time on-campus employment allowed</td>
<td></td>
<td></td>
</tr>
</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 ONLY) or unpaid
• Description of duties
• Supervisor’s name and contact info
• Start and end dates (per semester only): 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

A template offer letter is on the VISA web site.
Internship 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

---

**Internship 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?