

REQUEST FOR CPT—SEMESTER INTERNSHIP

STUDENT SECTION (to be filled out online)

Name _____ UIN _____ SEVIS ID# N _____

E-Mail: _____@odu.edu SEVIS U.S. Address _____

Level: *Bachelors* *Masters* *Ph.D.* Major _____ Is this correct on I-20? Yes No

This is my graduating semester a summer semester fall or spring but not my graduating semester

On-Campus Employment **DURING** CPT: No Employment Graduate Assistantship Other on-campus employment for _____ hours

Requested CPT Dates: (MM/DD/YYYY) _____ - _____ This CPT is full-time (+ 20 hrs/week) part-time (1-20 hrs/week)

What are the **SPECIFIC** goals relevant to coursework of **THIS** internship? ("To obtain practical experience in the field " is **not** an acceptable goal.)

1.

2.

I understand that I am responsible for maintaining my F-1 status as detailed in the CPT workshop, on the ISSlist-I listserv, on the CPT Responsibilities Form and/or on the VISA web site.

Student Signature _____ Date _____

DEPARTMENT SECTION (to be completed by either a GPD or a Chief Departmental Advisor)

This internship is required of **ALL** students in this department (not elective credits).

optional but the training is an integral part of the degree (elective credits; the course is listed in the ODU catalogue).

Anticipated Semester of Graduation May August December Year _____

I verify that the above-provided internship goals are in keeping with an integral part of the degree program and that I have communicated about them with the student and/or the student's advisor.

Signature _____ Date _____

Name _____ Extension _____ E-Mail _____@odu.edu

Relationship to student: Graduate Program Director Chief Departmental Academic Advisor (undergraduates only)

CAREER DEVELOPMENT SERVICES SECTION (to be completed by your college's CDS Liaison)

I have reviewed the internship and goals outlined above and have discussed the requirements with the student. I recommend you authorize this student to participate in the CPT as described. The student has been registered for the following course: _____ which is listed in the ODU catalogue.

Name _____ Signature _____ Date _____

**VISA
Processing
Only**

Holds? __Yes __No If "yes," type? _____ GPA _____ Registered for CPT? __Yes __No

If in graduating semester, also registered for other credit? __Yes __No __N/A Addresses match in: __SEVIS __Banner __ISSM
Workshop? __Yes __No Assistantship on I-20 Finances? __Yes __No

Letter: __Letterhead __Original __Company address __ Hours/week __Start/End Dates __Duties __Internship only __Hourly pay

NOTES:

CPT RESPONSIBILITIES FORM

Curricular Practical Training (CPT) applicants must ensure they have met all Immigration-mandated responsibilities to be sure their status is maintained. Please *INITIAL EACH SECTION* in the space provided to indicate your understanding of the items below.

I understand that:

CPT: I request authorization for CPT to participate in training that is integral part to my curriculum. ____

INTERNSHIP VS. LONG-TERM JOB: CPT is a class and internship; it is not meant for long-term employment. If I wish to explore longer-term arrangements, I will pursue OPT or another visa status. ____

GPA & PRE-REQUISITE ENROLLMENT: The minimum required GPA for undergraduates is 2.0 and, for graduates, it is 3.0. I must have completed two full-time semesters (one academic year) before being eligible to do CPT. ____

RCL: I will have an approved Reduced Course Load Request (RCL) on file for every fall and spring semester in which I have registered for and/or completed fewer credits than my required minimum courseload (9 for graduates, 12 for undergraduates). ____

PART-TIME/FULL-TIME CPT: Part-time CPT is 20 or fewer hours per week and full-time CPT is 21 or more hours per week. The only circumstances in which I am eligible for full-time CPT are the summer semester or my graduating semester. I am eligible for a one-time CPT with part-time hours during the fall or spring semester, as well. ____

GRADUATING SEMESTER: If I am taking CPT in my graduating semester, I will be enrolled in CPT credit and at least one other non-online credit. The only exception to this is if CPT is required of everyone in my program and if the requirement is stated in the university catalogue. There is only one graduating semester; if I request CPT for my final semester but do not graduate, I will only have OPT as an option ____

ON-CAMPUS EMPLOYMENT: If my CPT is required; while school is in session (Fall/Spring) I may only engage in a maximum of 20 hours of employment per week. Graduate Assistantship counts as 20 hours of employment per week. However, if my CPT is not required, while school is in session (Fall/Spring) I cannot hold both on campus employment and CPT ____

CPT DATES: The earliest possible start date is the first day of classes and the latest possible end date is the last day of exams. A chart is available on the VISA web site for my reference. As CPT is a class, I understand that I may not work between semesters. ____

OPT APPLICATION: Once I have applied for OPT, I cannot apply for CPT. Also, I realize that the workshop is mandatory within six months of submitting my OPT application to VISA. ____

OFFER LETTER: My offer letter must contain all of the required information as shown on the offer letter template on the VISA web site and will only be for the current semester. If it does not meet the criteria, I understand that my CPT will not be processed and I will, therefore, request a corrected letter from my internship site. ____

PROCESSING TIME: Processing may take up to 10 business days once a complete and correct application has been submitted. Upon submission of my application, the requested start date will be 10 business days in the future and never in the past. An e-mail of the approval notification will be sent to my ODU student e-mail account. ____

NEW OR UPDATED CPT: If I need to extend or change my CPT in any way, I will submit an entirely new application. All I-20s must be kept safe—even after CPT is completed. ____

REQUIRED ADDRESS UPDATES: I must keep all three of my required addresses current (SEVIS U.S., SEVIS Home Country, U.S. "Permanent") on the VISA site (SEVIS U.S., SEVIS Home Country) and LeoOnline (U.S. "Permanent"). Any changes will be submitted within 5 days. Out-of-date addresses are a violation of my visa status and may make me ineligible for CPT or OPT. ____

PH.D. STUDENTS ONLY: If I need to collect data for the completion of my dissertation, I may be able to do so under CPT. If this is applicable to my situation, I will make an appointment with my VISA advisor. (Undergraduates and Master's students do not need to initial here.) ____

IF AN INTERNSHIP IS REQUIRED FOR MY PROGRAM: I will make an appointment with my VISA advisor to discuss my department's requirements and the proposed internship. On-campus required internships are limited to 20 hours per week. ____

CPT AUTHORIZATION: If I report to my internship site before I have my CPT I-20 in-hand, I am in violation of F-1 regulations and may be subject to losing ALL F-1 benefits, including CPT and OPT. ____

POLICY UPDATES: This responsibilities form is valid for current VISA policies and Immigration regulations. I will follow any updates to either, which will be announced on the VISA site and/or via the ISSlist. ____

I have read and agree to follow these regulations, policies and procedures.

Student Name (Print) & UIN

Student Signature

Date

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