Curricular Practical Training (CPT)

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

VISA & IMMIGRATION SERVICE ADVISING
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.”
CPT is a class. Because of this, you must register for course credit.

If the course is required as part of your curriculum, the class has to be listed in the University catalogue. Therefore, the number of credits is determined by your academic department.

If the course is not required, you will register for a 0-credit course UNIV 068/GRAD 068 with the Monarch Internship & Co-Op Office (MICO).

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

- Complete 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 undergraduate students
  - 3.0 for graduate students
## CPT Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earliest Possible</td>
<td>First day of Fall classes</td>
<td>First day of Spring classes</td>
<td>First day of Summer 1 classes</td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latest Possible</td>
<td>Exam end date</td>
<td>Exam End date</td>
<td>Summer 3 classes end date</td>
</tr>
<tr>
<td>End Date</td>
<td></td>
<td></td>
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</table>
CPT Date Facts

- CPT must not exceed 364 days, or you will forfeit your 12 months of OPT – Optional Practical Training.
## 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>
<tr>
<td>- Fall or Spring semester</td>
<td>- Each summer semester</td>
</tr>
<tr>
<td>- Each summer semester</td>
<td>- The final semester of your program.</td>
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</table>
Graduating Semester CPT

• Part-time or full-time CPT.

• CPT must be within Hampton Roads area (or online) to fulfill the physical presence requirement.

• Must be registered for CPT AND other academic credit (unless your program requires a credited internship/practicum course).

• Only **ONE** graduating semester CPT allowed per academic program.
  • If you apply for graduating semester CPT and do not graduate, you cannot do graduating semester full-time CPT again.
If Your Major Requires an Internship (Practicum, Clinicals)

- Special documentation of your internship may be required.
# Enrollment Requirements

*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.

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any semester CPT</td>
<td>Enroll in academic course + Enroll in the CPT course = 12 (UG) / 9 (GR)</td>
<td>Only CPT course at a minimum</td>
<td></td>
</tr>
<tr>
<td>Graduating semester CPT</td>
<td>CPT Credit + at least 1 credit of academic course = 2 credit minimum (unless your program requires a credited internship/practicum course)</td>
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</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>Spring/Fall Semester</th>
<th>Graduating Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>on-campus employment + part-time CPT</td>
<td>on-campus employment + part-time CPT</td>
<td>on-campus employment + part-time/full-time CPT</td>
</tr>
<tr>
<td>no more than 20 hours per week*</td>
<td>no more than 40 hours per week*</td>
<td>no maximum number of hours*</td>
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</table>

Do you have a GRADUATE ASSISTANTSHIP? Contact your hiring department.

*There may be limits to your employment based on the graduate school policies, payroll regulations, labor laws, etc. If CPT is required, please speak with your adviser*
Application Checklist

• Complete the *Required CPT Workshop* within six months of your internship

• A signed *Offer Letter* on the company’s letterhead.
  • *MUST* use the *Internship Offer Letter Template*

• A completed *Request for CPT—Internship Course Approval Form*

• Internship *course registration*
  • If required, internship course registration with Monarch Internship and Co-operative Office (MICO)

• A completed *Request for CPT Application*
All ODU international students seeking an internship must submit their internship offer letter in accordance with the provided internship offer letter template.
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 / type of internship
- Supervisor’s name and contact info
- Start and end dates (per semester only, see slide 5): 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 permanent employment benefits can be offered
Request for CPT—Internship Course Approval Form

PART I: STUDENT SECTION

[Student Information]

PART II: Program Director/Undergraduate Academic Adviser

[Professor Information]

PART III: Office Approval Process/Internship Coordinator

[Office Approval]
Submission Portal

Submission Portal Link: https://forms.odu.edu/view.php?id=970964
A common reason CPT is delayed is that the:
  - required Offer Letter is not completed properly or missing information

- Request for CPT—Internship Course Approval Form is incomplete with unselected required/optional course selections and/or signatures

- Students are not registered for the internship course prior to application submission

- Goals listed on the CPT Request Form are too general; specific, measurable goals must be provided.

**DO NOT report to your internship before you have your CPT I-20**

You may not be eligible for any future immigration benefits (i.e. more CPT or OPT).
FYIs

• 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!*
  • Career Development Services (CDS) has templates to help you.
Upon approval of CPT...

- An approval e-mail will be sent to your ODU student e-mail.
- Your approval email will have your new CPT I-20 (with the CPT info on page 2) authorizing you to participate in your internship.
- You can begin your internship immediately after receiving the signed copy your CPT I-20.
Upon approval of CPT…cont.

- Keep ALL of your I-20s **FOREVER**.
- If you require an extension or any changes to your CPT, please submit a new Offer Letter or a new application for a different position.
- Check your ODU student e-mail weekly or have your ODU e-mail forwarded to an account you check on a regular basis.
- You are required to remain subscribed to the ISSlist mailing list for important updates and reminders.

*It is the student’s responsibility to track their approved full-time CPT.*

**365** days of full-time CPT will eliminate the possibility of OPT.

(364) is the limit!
Final CPT Information

• Submit your application to VISA online; no appointment is necessary.

• Stay vigilant about your ODU student email for questions, approval notices, or other office announcements.

• Direct your employer to the "Off-Campus Employment" section on the VISA website for any taxation inquiries.

• Make the most of your experience!
QUESTIONS?

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