

Curricular Practical Training (CPT)

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

VISA & IMMIGRATION SERVICE ADVISING



OLD DOMINION
UNIVERSITY

Revised: October 2025

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: The Academic Side

- 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. We can discuss further if they do not recommend CPT.

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

	Fall	Spring	Summer
Earliest Possible Start Date	First day of Fall classes	First day of Spring classes	First day of Summer 1 classes
Latest Possible End Date	Exam end date	Exam End date	Summer 3 classes end date

CPT Date Facts

- CPT must not exceed 364 days, or you will forfeit your 12 months of OPT – Optional Practical Training.

CPT Types

Part-Time CPT	Full-Time CPT
20 or fewer hours per week	21+ hours per week
<ul style="list-style-type: none">- Fall or Spring semester- Each summer semester	<ul style="list-style-type: none">- Each summer semester- The final semester of your program.

CPT & On-Campus Employment

Spring/Fall Semester	Graduating Semester	Summer Semester
on-campus employment + part-time CPT = no more than 20 hours per week*	on-campus employment + part-time CPT = no more than 40 hours per week*	on-campus employment + part-time/full-time CPT = no maximum number of hours*

Do you have a GRADUATE ASSISTANTSHIP? Contact your hiring department.
ABD PhD students with GAs-Meet with your International Student Advisor to
develop a plan that best fits your situation.

*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

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

	Fall	Spring	Summer
Any semester CPT	Enroll in academic course + Enroll in the CPT course = 12 (UG) / 9 (GR)		Only CPT course at a minimum
Graduating semester CPT	CPT Credit + at least 1 credit of academic course = 2 credit minimum (unless your program requires a credited internship/practicum course)		

***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.

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*](#)

Offer Letter Template

Internship Offer Letter Template

PLEASE NOTE:

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

As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.

Company Full Address
Company Telephone Number
Company Email

Date

Dear Student Name,

Company Name is pleased to offer you an internship educational opportunity at our Company Address facility/site. The internship details are as follows:

Supervisor Name:
Supervisor Email:
Supervisor Telephone Number:
Internship Start Date:
Internship End Date:
Number of Hours Per Week:
Paid or Unpaid: Yes/No
Hourly Rate:
Job Duties / Responsibilities:

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 and a half 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

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

Request for CPT— Internship Course Approval Form

F-1 Curricular Practical Training (CPT)

Please complete this form and upload to the International Student Portal (intl.odu.edu) along with your offer letter. You must attend a CPT workshop or view the recorded workshop prior to application. If you are planning to enroll in your department's credit-bearing internship course, you can enroll in LeoOnline, or by add/drop/withdraw form if it is past the registration deadline. Otherwise, you must meet with the MICO Office to register for the 0-credit internship course.

PART I: STUDENT SECTION

Given Name/First Name: _____ Surname/Last Name: _____

UIN: _____ ODU E-Mail: _____@odu.edu

Program Major: _____ Department: _____

Intended Semester of Internship Course Enrollment: Fall _____ Spring _____ Summer _____

Name of Internship Employer: _____ Position Title: _____

PART II: Graduate Program Director/ Undergraduate Program Director

Student's GPA: _____ Student's expected graduation (semester/year): _____

Please choose one:

- As the student's academic advisor, I recommend this student for CPT. I will direct the student to register for the **departmental** internship course. If the add/drop period has ended for the semester of the CPT, I will sign the add/drop/withdraw form to allow the student to register.

Course Title/Number _____ Number of Course Credits _____

- As the student's academic advisor, I recommend this student for CPT. I will direct the student to complete **PART III** with the Monarch Internship and Co-Op (MICO) Office to register for the CPT internship course.

Name of Advisor Signature of Advisor Date

PART III: MICO Office Course Registration

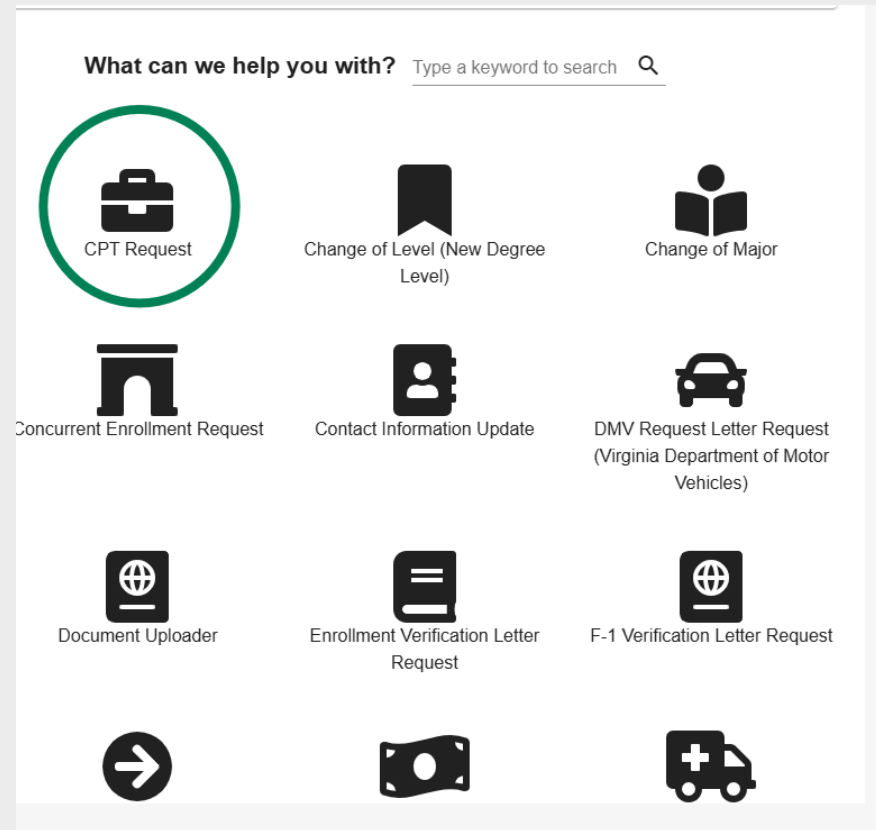
If the student will not register for a departmental internship course, they must visit the Monarch Internship and Co-Op (MICO) Office to register for the CPT internship course.

It is the MICO Offices responsibility to sign an add/drop/withdraw form to register the student for this class once the registration period has ended.

Course Title _____ Course Number _____ Number of Course Credits _____ Term SP SUM FA _____
This course will appear on the student's final transcript with their final grade

Name of MICO Advisor Signature of MICO Advisor Date

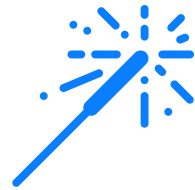
International Student Portal



International Student Portal Link: intl.odu.edu

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

Application Delays



- 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 *signatures and course registration*
 - Students are not *registered* for the internship course prior to application submission

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 should expect a start date that is **2-3 weeks** in the future. CPT approval takes time so they shouldn't expect a next day start date.
- 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?
intlstu@odu.edu
Dragas 2006



OLD DOMINION
UNIVERSITY

