

## F-1: CURRICULAR PRACTICAL TRAINING (CPT)

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### What is CPT?

Curricular Practical Training (CPT) is defined as “employment which is an integral or important part of a student’s curriculum, including alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Thus, CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student's academic program, prior to completion of that program and the credits earned will count toward the student’s degree credits. This means that the proposed employment must be directly related to major and meets one of the three types below.

### Types of CPT:

- Required by the degree program: Training that is required by the degree program as part of the core requirements always meets the requirements for CPT, regardless of whether or not the student receives academic credit for the work
- Integral part of the program: Training that is not required by the degree program meets the requirements for CPT if the work is an integral part of the program of study and the student receives academic credit for the employment experience that will be counted toward their degree credit requirements.
- Cooperative Education program: Available to students selected to participate in Wayne State’s Cooperative Education Program as offered by Career Services, located on the 1<sup>st</sup> floor of the Faculty Administration Building (F/AB), Room 1001

### Who can participate?

- Students that have been lawfully enrolled full-time for one academic year (2 semesters) may apply to participate in CPT. However; graduate students in programs that include immediate, **mandatory** training are not bound by the one-academic-year in full-time status requirement.
- To be eligible for CPT, you must have a job offer since the employment authorization will be position and employer specific. If there are any changes in the terms and conditions of the CPT, please contact OISS immediately as a new CPT authorization might be necessary.
- Part-time or full-time CPT may be authorized depending on eligibility.
- CPT will not be granted to students who have finished their program requirements and who are merely delaying graduation to make use of CPT.

### Additional CPT Information:

- Although authorized part-time CPT employment (20 hours or less per week) is permitted with no penalties until completion of a degree, students who have received 12 months or more of full-time CPT (more than 20 hours per week) are **ineligible for Optional Practical Training (OPT)** which is typically used immediately after graduation.
- CPT is authorized on a semester basis. Should you require additional time past your current CPT end date, you will need to reapply with **all new** required documentation.
- You are **required** to provide a copy of the final report of your internship to OISS at the end of the semester. The report must be signed and dated by your supervisor and your professor.

- OISS cannot authorize CPT with a start date in the past. Complete required paperwork/documents and **bring to OISS no later than 7-10 business days before employment begins**. CPT authorization **MUST** occur before employment begins.
- Students planning on transferring from Wayne State University who are authorized for CPT employment may continue to work at the approved employment until the transfer release date. If the student wants to continue with the employment through CPT at the transfer in school, authorization must be received from the new school.
- Students in English language Institute program are ineligible for CPT.
- You are required to maintain health insurance coverage for yourself and your family during your CPT.
- If you plan on applying for CPT in your **last** semester, you must have at least one remaining degree-required course to register along with your internship credit.
- Failure to enroll for internship credit for the semester will result in denying/canceling the CPT authorization. If cancelled, you may not be eligible for further CPT.
- If you are in the last semester and considering applying for CPT, do so before you start the OPT process.
- All documents submitted for CPT authorization will be independently verified by OISS and that submission of altered or fake documents will result in the immediate termination of your F-1 status.
- Working in the internship site without proper approval of CPT in the I-20 will result in the immediate termination of your F-1 status.
- Undergraduate students requesting CPT must have declared their major before requesting CPT authorization. Any CPT request must meet the academic requirements of the major area of study.
- You are authorized to work for specific dates of employment on your I-20. **You may not begin before the start date or continue working after the end date**. If you expect that you will need to work beyond your end date, you must reapply for CPT and be approved by OISS. If you work beyond the end date, you will be working **illegally** and result in the immediate termination of your F-1 status.
- Because CPT must meet academic requirements and students will be receiving university credit and a grade for the internship, the internship may not begin earlier than the first class day of the semester, and must end no later than the last day of the regular term. Furthermore, since the internship is considered an integral part of a for-credit university course, CPT cannot be authorized after the academic add/drop period has ended. **The last day for CPT authorization each semester is identified on the Registrar's website as the Census Date/Enrollment Confirmation Deadline and is calculated as the 10th day of each term.**
- CPT is employer specific, that is, you can only work for the company that is listed on your I-20. You can be approved for only one CPT at a time.
- If you intend to change employer after the academic add/drop period has ended, you are required to submit to OISS the following documents and along with a new CPT application:
  - Final report from the current CPT.
  - Letter/internship report from the current supervisor that you have successfully completed your CPT.
  - Clear written letter from the academic advisor/department to address the academic nature of the new CPT.
  - An updated Plan of Work with the new CPT (internship class) added.
  - Letter of offer from the new employer that address the academic nature of the CPT.
  - Proof of enrollment in the new internship class.

**How to Apply for CPT:**

1. Meet with your Academic Advisor/Graduate Advisor/Career Services to discuss appropriate employment opportunities for your major
2. Find an internship/Co-op/practicum/clinical position.
3. Complete the CPT Training Module ([https://services.oiss.wayne.edu/public/training/CPT\\_Training/](https://services.oiss.wayne.edu/public/training/CPT_Training/))
4. Complete the CPT Recommendation Form (Section A)
5. Have your Academic Advisor/Graduate Advisor/Career Services Counselor complete the CPT Recommendation Form (Section B)
6. Come to OISS during walk-in advising or make an appointment to see an advisor and bring the following documents with you:
  - Completed CPT Recommendation form
  - Copy of current approved Plan of Work (if graduate student) with internship included
  - Proof of internship credit enrolled
  - Passport
  - Copy of I-94
  - Current I-20
  - Official letter of offer from the employer on the employer's official letterhead with original signature with the following information:
    - Job title
    - Start and end dates of employment. The dates must correspond to our academic calendar.
    - Wage/Salary/Stipend/Remuneration
    - Number of hours per week to be worked
    - Full address of employer
    - Description of the training program, the name, phone number, and e-mail address of the supervisor.
    - Signed Student's Statement of Responsibility for CPT.
    - Signed Employer's Statement of Responsibility for CPT.

Upon reviewing the items above, an OISS advisor will prepare a new SEVIS I-20 with the CPT endorsement on the employment page. This endorsement serves as your authorization to work for a pre-determined amount of time. The student may engage in Curricular Practical Training upon receipt of the endorsed Form I-20 from the advisor in OISS.

**CPT RECOMMENDATION FORM**

**SECTION A: TO BE COMPLETED BY STUDENT**

Student's Name:		WSU ID:
Major:	Degree:	
Credits Completed:	Credits for Graduation:	Expected Date of Completion:
Are you currently employed on campus?	<input type="checkbox"/> YES (Please Specify: <input type="checkbox"/> GTA/GRA <input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus) <input type="checkbox"/> NO	

**EMPLOYER'S INFORMATION**

Name of Employer:		Hours Per Week:
Name of Supervisor:	Supervisor's Email:	Supervisor's Phone Number:
CPT Start Date:	CPT End Date:	
Street:		
City:	State:	Zip Code:
Description of Work Duties and Title:		
List All Previous Authorized Employment (Include: End and Start Date, Full-Time or Part-Time, CPT or OPT):		
Student's Signature:		Date:

**SECTION B: TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR**

Review the internship letter and explain how the student's academic objectives will be met through this internship.

Please select only one:

- The CPT is a mandatory requirement for all students, *not just for this student*. I have attached a copy of the class bulletin proving such mandatory requirement (the nine-months in full-time status rule may be waived for graduate students whose program requires employment before nine months have passed)
- The CPT is being recommended as an integral part of the student's curriculum for which he or she will receive course credits and the internship credits will be counted towards the student's degree credit requirements.  
Course Number & semester: \_\_\_\_\_  
Criteria used for grade in course (i.e. exams, reports): \_\_\_\_\_
- The CPT is part of the WSU **Cooperative Education Program**.

**Co-Op Program Coordinator Name:**

**Co-Op Program Coordinator Signature:**

**Date:**

**ACADEMIC ADVISOR PERSONAL DATA**

**Last Name:**

**First Name:**

**Signature:**

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

I understand that I must provide OISS with a copy of the student's internship final report at the end of the semester.

**Department:**

**Email:**

**Campus Phone:**

OISS ADVISOR ONLY Application Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

**Student’s Statement of Responsibility for CPT-Curricular Practical Training**

While on CPT, you are still in F-1 student status. Accordingly, you must continue to follow the rules and regulations governing F-1 status and report required information to the OISS.

- I understand that I must provide a current approved Plan of Work (POW) with internship credit. The information included in this plan of work is required for both credit and non-credit employment.
- I understand that I am eligible to work only during the dates authorized by the OISS Advisor as indicated on the page 2 of my I-20 form.
- I understand that I am eligible to work only for the employer indicated on page 3 of my I-20 form.
- I understand that if I wish to extend my CPT, I must submit an updated recommendation form from my academic advisor and register for internship/externship/practicum/rotation/clinical credit and submit another CPT application with OISS. If I not do so, I must stop working on the date indicted on my I-20 form (page 3). Failure to do so may result in illegal employment in the US.
- I understand that my passport must be valid at the time of CPT authorization and it is my responsibility to maintain passport validity throughout the duration of my F-1 status.
- I understand that I am responsible for maintaining health insurance coverage for myself and my dependents while engaging in CPT.
- I understand that if I plan on applying for CPT in my **last** semester, I must have at least one remaining degree-required course to register along with your internship credit.
- I understand that CPT will not be approved after OPT has been recommended.
- I understand that if I exceed 12 months of Full-Time CPT, I will not be eligible for OPT. 12 month rule is not applicable for Part-Time CPT and it will not affect OPT eligibility.
- I understand that I must submit my internship report to OISS at the end of the current semester for which I am approved for the CPT.
- I understand that if I am holding on-campus employment including (Student Assistant/GRA/GSA/GTA), I will have the hours of that position included when determining if I require part-time or full-time CPT authorization.
- I understand that that the documents submitted for CPT authorization will be independently verified by OISS and that submission of altered or fake documents will result in the immediate termination of your F-1 status.
- I understand that I cannot start working in the internship site without proper approval of CPT on my I-20. Violation of this requirement will result in the immediate termination of F-1 status.
- I understand that as an undergraduate student requesting CPT, I must have declared my major before requesting CPT authorization.
- I understand that because CPT must meet academic requirements and students will be receiving university credit and a grade for the internship, the internship may not begin earlier than the first class day of the semester, and must end no later than the last day of the regular term. Furthermore, since the internship is considered an integral part of a for-credit university course, CPT cannot be authorized after the academic add/drop period has ended.
- I understand that if I intend to change employer after the academic add/drop period has ended, I am must submit the required document for OISS to authorize my request.

**Student First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Today’s Date:** \_\_\_\_\_

**Employer’s Statement of Responsibility for CPT**

For the Curricular Practical Training (CPT) can be processed, the employer must agree to the following requirements.

- To provide an offer letter (or a supplemental letter) that includes the following information regarding the F-1 student’s internship:
  - Description of the training program, including location; the name, phone number, and e-mail address of the supervisor; number of hours per week; and dates of employment. The dates must correspond to our academic calendar.
  - Goals and objectives of the internship
  - Statement acknowledging that the job is an internship and relates to the student’s major field of study and that is an integral or critical part of the academic program.
  - This letter must be on company letterhead and signed and dated by the Supervisor or Hiring Department.
  
- To provide a professional quality educational internship work experience for students accepted as intern with the employer.
- To offer a position that is an internship/practicum/training program of limited duration whose primary function is to supplement the student’s academic program by providing hands-on supervised work experience.
- To not to offer full-time continuous employment and understand that it is not appropriate or permitted for Curricular Practical Training authorization.
- To provide a report at the end of the semester assessing academic goals have been met.
- Employing F-1 student without proper approval of CPT in their I-20 will result in the immediate termination of the student’s F-1 status.
- Report to OISS ([oisssmail@wayne.edu](mailto:oisssmail@wayne.edu)) within 48 hours if the employment is terminated before the CPT end date.

**I acknowledge that I am responsible for reporting the above mentioned requirements to the Wayne State University Office of International Students and Scholars as specified in the information above.**

<b>Employer/Supervisor’s Name (Print):</b>		<b>Signature:</b>		<b>Date:</b>
<b>Address:</b>		<b>Job Title:</b>		
<b>Phone Number:</b>	<b>Fax:</b>	<b>Email:</b>		