CPT Workshop (Curricular Practical Training)
Office of International Students and Scholars (OISS)
Wayne State University

Presenter

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Employment Options for F-1 Students

- On-Campus
  Student Assistant
  GRA/GTA/GSA

- Off-Campus
  Curricular Practical Training (CPT)
  Optional Practical Training (OPT)

What’s to be Covered

- What is CPT and how does it differ from other forms of employment available to international students
- What types of CPT are available
- Who is eligible for CPT and what are the requirements
- Rules that must be followed while on CPT
- Causes for F-1 Termination
What is CPT?

Curricular Practical Training (CPT) is defined as employment which is an *integral part of an established 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.” *Source: [8 CFR 214.2(f)(10)(i)].*

CPT

- CPT is temporary authorization for practical training directly related to your academic program.

- It can include regular training, internships (paid or unpaid), cooperative education, or any other type of required internship or practicum.

- Since it is considered to be part of your academic program, it must be completed prior to the completion of your program.
What types of CPT are there?

• Required by your degree program: The training is required as part of your core program requirements. Basically the department is mandating that you participate in order to obtain your degree.

• Integral part of the program: The training is not required as part of your core program requirements but is offered as elective credit toward your program requirements.

• Cooperative Education program: This is available to students selected to participate in WSU’s Cooperative Education Program.

Full-Time vs. Part-Time

• Full-Time: Defined as more than 20 hours per week.
  • You can work full time while on CPT, however you still need to maintain full-time enrollment. CPT does not substitute for your enrollment requirement.
  • Exceptions to the full-time enrollment may be made during the spring/summer semester.
  • If you work more than 11 months of full-time CPT you forfeit your eligibility for post completion Optional Practical Training.

• Part-Time: Defined as 20 hours per week or less.
  • Must maintain full-time enrollment.
  • There are no time limits on part-time CPT
Students eligible for CPT:

• Maintain valid F-1 Student status

• Are in a degree program, with a declared major

• Have completed at least one full academic year of full-time enrollment. Exceptions to this rule are granted for graduate programs that include immediate, mandatory, training.

• A internship offer, as CPT is granted based on employer and position

• Are enrolled for full-time course load

Rules and other information for CPT:

• CPT cannot delay your graduation

• CPT is approved per semester. If you require additional time beyond your current approved end date, you will need to re-apply with all new documentation.

• It is required that you submit a copy of the final report of your internship at the end of each semester. It must be signed and dated by your supervisor and professor.

• OISS cannot authorize CPT with a start date in the past. Completed paperwork and documents must be presented to OISS no later than 7 business days before employment begins.
Rules and other information for CPT (cont’d):

• OISS must authorize the CPT before employment can begin.

• Students on CPT, transferring out of WSU, can continue their employment until the transfer release date. The new school will need to authorize any further CPT.

• English Language Institute students are not eligible for CPT.

• Health insurance coverage must be maintained while on CPT.

• If you apply for CPT in your last semester, you must also be enrolled in at least one degree-required course in addition to your internship credit.

Rules and other information for CPT (cont’d):

• You must be enrolled for the internship credit in order to request CPT.

• If you are in your last semester and are considering CPT, you must complete the CPT application/approval process before beginning the OPT process.

• CPT is employer specific. You are only approved to work at the company listed on your I-20.

• You can only be approved for one CPT position at a time.
Rules and other information for CPT (cont’d):

• Being a semester based, you may not begin CPT before the first class day of the semester, and it must end no later than the last day of the regular term.

• For the same reason, CPT cannot be authorized after the academic drop/add 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.

Cause(s) for Immediate F-1 Status Termination

• If documents submitted to OISS are found to be altered or fake

• Working without proper approval

• Working outside of the approved dates stated on your I-20
Applying for CPT

1. Meet with you Academic Advisor, Graduate Advisor, or Career Services to discuss appropriate employment opportunities.

2. Find an internship, co-op, practicum, clinical position, etc.

3. Complete CPT Recommendation Form – Section A. (available from the OISS website)
4. Complete on-line CPT Training Module

5. Have your Academic Advisor, Graduate Advisor, or Career Services Counselor complete the CPT Recommendation Form – Section B

Applying for CPT (cont’d)

5. Visit an OISS advisor with the following documentation:
   - CPT Recommendation Form
   - Current Plan of Work, with internship included
   - Proof of enrollment
   - Valid Passport
   - Current I-94
   - Current I-20
   - Official Letter of Offer (see next page)
Applying for CPT (cont’d)

- The Official Letter of offer must be on the employer’s official letterhead and include:
  - Job Title
  - Employment Start and End Dates
  - Wage/Salary Info
  - Number of Hours per week
  - Full address of employer
  - Description of training program
  - Supervisor’s full contact info
  - Signed – Student’s Statement of Responsibility
  - Signed – Employer’s Statement of Responsibility
Curricular Practical Training (CPT)

Final Approval

- Approval is recommended by the *academic advisor* and *final approval by an OISS advisor* before student can begin working.
Things to Remember

- No CPT on Maintenance Status (PhD Students)
- CPT for WSU internship (If you find an internship position)

For More Information...

- Visit our website at http://www.oiss.wayne.edu
- Meet with an advisor during AOC hours or make an appointment
QUESTIONS.....