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

Presenter

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International Student Advisor
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 your 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
SECTION B: TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR

Please select only one:

☐ The CPT is a mandatory requirement for all students, not just for the major. I have attained a copy of the 10-step online tutorial and have completed it. The latter is required to be completed before students can be considered for the CPT.

☐ The CPT is being recommended as a required part of the student's curriculum in order to meet the minimum credits and the academic needs of the student in order to meet the minimum academic requirements.

Please provide comments:

Co-Op Program Coordinator Name: [Name]
Co-Op Program Coordinator Signature: [Signature]

ACADEMIC ADVISOR PERSONAL DATA

Last Name: [Last Name]
First Name: [First Name]
Signature: [Signature]
(Mon) (Tues)

☐ I understand that I must provide CPT with a copy of the student's academic final report at the end of the semester.

Department: [Department]
Campus Phone: [Campus Phone]

DISCLOSURE: Applicant Reviewed By: [Review Date]

Wayne State University
Office of International Students and Scholars

Student's Statement of Responsibility for CPT: Co-curricular Practical Training

While no CPT is required for all student status. Accordingly, you must review this form prior to completing any forms related to the CPT.

☐ I understand that I must provide a current completed Form (F3-010) with the required information. This information must be completed as directed on page 1 or 2.

☐ I understand that I am not required to complete the CPT information as directed on any other page of this form.

Please provide comments:

Co-Op Program Coordinator Name: [Name]
Co-Op Program Coordinator Signature: [Signature]

ACADEMIC ADVISOR PERSONAL DATA

Last Name: [Last Name]
First Name: [First Name]
Signature: [Signature]
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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.....