

CURRICULAR PRACTICAL TRAINING (CPT)

Application Checklist

- | | | |
|----------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> registered for CPT credit? | <input type="checkbox"/> Internship Offer Letter? | <input type="checkbox"/> RCL Request form submitted? (fall/spring only) |
| <input type="checkbox"/> Request for CPT form completed? | <input type="checkbox"/> Insurance through the end of semester? | <input type="checkbox"/> Registered for project/thesis credit (graduate students only) |
| <input type="checkbox"/> All registration holds removed? | | |

Paid or unpaid (volunteer) internships for F-1 students who are attending school full time **may** be allowed under regulations for "Curricular Practical Training." Although this permission is relatively simple and quick to obtain, students must meet certain requirements for the training and must receive written permission for the training from ISSS before beginning the internship. Although more than three total semesters of full-time CPT will prevent you from getting OPT, part-time CPT has no effect on Optional Practical Training.

To qualify for CPT, you must meet all of the following requirements. **No exceptions can be made.**

- ◆ You must have been enrolled full-time in F-1 status for two consecutive semesters.
- ◆ Undergraduate students must have a 2.0 GPA and graduate students need a 3.0 GPA.
- ◆ You must receive academic credit for the internship.
- ◆ You must attend a CPT workshop; please sign up on the ISSS web site under *F-1 Student >Curricular Practical Training*. See clarification on who may attend the workshop on our web site.
- ◆ For full-or part-time CPT, you must be working in an internship during the summer semester, completing your graduating semester, or you must be participating in an academic program for which **ALL** students must complete a full-time internship to graduate (this does not include required elective credit that can be used for internships).
- ◆ Graduate Students must be registered for project/thesis credit as well if it is your graduating semester.

To receive approval for CPT, submit the following items to the ISSS Inbox, just outside the office:

- ◆ **Request for Practical Training Form** - This must be completed and signed by you, your GPD (graduate students) or Chief Departmental Advisor (undergraduate students) and your Career Management Center liaison. There should be no blank spaces. If something doesn't apply to you, please write "N/A" or cross it out.
- ◆ **Internship Offer Letter** - A template for your internship employer is available on the ISSS web site.

Preparation of Application

- ◆ Internship authorizations will only be done within the dates of the current semester; you must be registered for CPT credit by your CMC liaison before processing can be completed.
- ◆ All registration holds must be removed from your record (i.e. on LeoOnline) before submitting your application.
- ◆ If you are working on your Masters project or dissertation, your registration should reflect your activities at school. Therefore, in the fall and spring semester, **you must register for both CPT and dissertation/project credit**. NOTE: Immigration does not consider audit credit to count toward a student's courseload. Therefore, **GRAD999 is not sufficient for enrollment**. See your academic advisor to inquire about alternative pass/fail or letter-grade course numbers.
- ◆ If there are any changes to your approved CPT authorization, a new application must be submitted for consideration.
- ◆ If you wish to change internship employers, need to extend for an additional semester, wish to change your full-time/part-time status or need to make any changes to your current authorization, the **entire application process must be repeated**.

Hours

- ◆ If you have an on-campus job for 10 hours per week and want a CPT for the fall or spring semester, you can only be approved for a 10-hour per week CPT. **Students with assistantships may not have any other type of employment while they hold an assistantship**.
- ◆ Full-time CPT is anything over 20 hours per week.
- ◆ Full-time CPT for the graduating semester will only be granted one time; no CPT can be authorized after graduating semester CPT. Students may apply for Optional Practical Training instead; please bear in mind that Immigration takes three to four months to process OPT paperwork.
- ◆ There is no limit on CPT hours in the summer—full- and part-time CPT are permitted.
- ◆ You may apply for a full-time internship (over 20 hours per week) if the **internship** is required of **ALL** participants in that degree program. Required elective credits required in a program do not constitute an internship requirement.
- ◆ If participating in a part-time CPT in the fall or spring semester, a full-time courseload is still necessary.

Health Insurance

- ◆ You must have insurance **through the end** of the current semester as published in the Health Insurance section of the ISSS web site.

Processing & Approval of Application

- ◆ Complete applications generally take **SEVEN BUSINESS DAYS** for processing in the ISSS office during non-peak periods, please plan accordingly.
- ◆ When approved, a new I-20 with a special endorsement on page 3 will be issued.

Important Miscellaneous Items

- ◆ Volunteer (i.e. unpaid) internships must be processed and authorized through the same procedures as paid internship.
- ◆ Alternating co-ops will only be authorized if the internship is **required** of **ALL** students in the program in which you are enrolled.
- ◆ While Immigration regulations provide the legal opportunity to conduct an internship in your field, certain academic programs have opted to utilize their right to deny CPT for any reason. Please be aware of departmental policies before starting the CPT process.
- ◆ Please refer the Human Resources/Payroll office at your internship site to our web site to the "Information for Employers" section under F-1 Student Visa for information on how you are to be taxed as an F-1 visa holder.

For questions about your CPT application, please e-mail INTLSTU@ODU.EDU.

REQUEST FOR CPT—SEMESTER INTERNSHIP

STUDENT SECTION

Name _____ UIN _____ SEVIS ID# N _____

E-Mail _____@odu.edu (no cs or physics addresses) Phone #: (Home) _____ (Cell/Work) _____

Level: Bachelors Masters Ph.D. Major & College _____ Program Start Date (# 5 on I-20) ____/____/____

MASTERS & PH.D. STUDENTS: Do you currently have a graduate assistantship? Yes No

On-Campus Employment: Do you currently have on-campus employment (**NOT** an assistantship)? Yes No. If Yes, hours per week? _____

Supervisor's Name, Phone Number & E-Mail: _____

INTERNSHIP INFORMATION

Requested CPT Dates (MM/DD/YYYY) _____ - _____

This CPT is full- or part-time in summer semester full- or part-time in my graduating semester part-time in a fall or spring semester

Supervisor's Name _____ Phone _____ E-Mail _____

I understand that I am responsible for maintaining my F-1 status as detailed in the CPT workshop, on the ISSlist-I listserv and/or on the ISSS web site. I certify that this position is an internship only and is not meant to be long-term employment. I understand that CPT is granted only for the site detailed in the internship offer letter. If I wish to make any changes to this training, I must apply for a new authorization through the CMC and ISSS. I will maintain membership on the ISS-list listserv.

Signature _____ Date _____

DEPARTMENT SECTION

This internship is required of **ALL** students in this department (not counting elective credits).

credit that will be directly applied to the student's credit for graduation.

credit that will NOT be directly applied to the student's credit for graduation.

Anticipated Semester of Graduation May August December Year _____

If the student is doing CPT in his/her **GRADUATING SEMESTER** (as indicated above):

Has the student completed all coursework (except project, exam, thesis, etc.)? Yes No; if yes, in which semester was it completed?

Fall Spring Summer Year _____

What are the goals & objectives of this particular internship?

How does the internship relate to the student's field of study?

Signature _____ Date _____

Name _____ Extension _____ E-Mail _____@odu.edu

Relationship to student: Graduate Program Director Chief Departmental Academic Advisor (undergraduates only)

CAREER MANAGEMENT CENTER SECTION

I have reviewed the internship outlined above and have discussed the requirements with the student. I recommend you authorize this student to participate in the CPT as described. The student has been registered for the following course: _____

Signature _____ Date _____

Name _____ Extension _____ E-Mail _____@odu.edu

TEMPLATE FOR INTERNSHIP OFFER LETTER

Internship offer letters must be signed originals on company letterhead. Faxes, scanned copies or e-mails cannot be accepted. A new letter must be submitted for each request.

Date

Student's Name

Address

Dear **Student**,

Name of Organization is pleased to offer you an internship educational opportunity at our **Job Location** facility. Your schedule will be **Number of Hours** per week, beginning on **Date** and ending on **Date** (as per the dates of your semester classes). For this position, you will be paid an **hourly** rate of **Amount**. **[PLEASE NOTE: As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.]**

For this position, your major duties will include **Brief Description of Job Responsibilities, and how it's directly related to the completion of your thesis/project/field of study.** Your supervisor will be **Name, Supervisor's Position**, and his/her phone number is **Phone Number**.

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), as described in the **CPT Employer Brochure**.

Sincerely,

[signature]

Company Official

INTERNSHIP OFFER LETTER REQUIREMENTS

Please be sure the following information is included in your internship offer letter. This information is meant to be additional documentation to protect your visa status by validating the fact that you are working legally. An original should be submitted to the with your CPT application.

- *Your name
- *Name of company
- *Hours of work per week
- *Mention whether or not position is paid or unpaid
- ◆ *Detailed description of your duties
- ◆ *Starting and ending dates (per semester)
- ◆ *Mention that you are working via an internship