

REQUEST FOR CPT—SEMESTER INTERNSHIP

STUDENT SECTION (to be filled out online)

Name _____ UIN _____ SEVIS ID# N _____

SEVIS U.S. Address _____

E-Mail: _____@odu.edu Level: *Bachelors Masters Ph.D.* Major _____ Is this correct on I-20? *Yes No*

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? _____

INTERNSHIP INFORMATION

Requested CPT Dates (MM/DD/YYYY) _____ - _____ This CPT is full-time (+ 20 hrs/week) part-time (1-20 hrs/week)

This is *my graduating semester a summer semester fall or spring but not my graduating 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, on the CPT Responsibilities Form and/or on the ISSS web site.

Signature _____ Date _____

DEPARTMENT SECTION (to be completed by either a GPD or a Chief Departmental Advisor)

- This internship is
- required of **ALL** students in this department (not elective credits).
 - optional (elective) credit that WILL be directly applied to the student's credit for graduation.
 - optional (elective) credit that WILL NOT be directly applied to the student's credit for graduation.

GPDs: Has this student defended his/her thesis/project/dissertation?
 Yes No

Anticipated Semester of Graduation May August December Year _____

Please indicate which of the following remain in the student's program: coursework project exam thesis/dissertation

What are the **SPECIFIC** goals of **this particular** internship? (NOTE: "To obtain practical experience in the field (or the like)" is **not** an acceptable goal. Please indicate goals relevant to coursework and/or duties in internship.)

1. _____
2. _____

Is this a bona fide internship that is directly related to this student's coursework and/or academic program?
 Yes No

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: _____

Name _____ Signature _____ Date _____

**ISSS
Processing
Only**

GPA _____ Workshop? Yes No Addresses match in: SEVIS Banner Atlas
Holds? Yes No If "yes," type? _____ Assistantship on I-20 Finances? Yes No
Registered for CPT Credit? Yes No If in graduating semester, also registered for other credit? Yes No
Letter: Letterhead Original Company address Hours/week Start/End Dates Duties Internship only
 Hourly pay

NOTES:

CPT RESPONSIBILITIES FORM

All applicants for Curricular Practical Training (CPT) must ensure they have met all Immigration-mandated responsibilities to be sure their status is maintained. This form will help you be aware of what you must do. Please *INITIAL EACH SECTION* in the space provided to indicate your understanding of the items below.

I understand that:

ALL CPT APPLICANTS

1. CPT is a class and not meant for long-term employment. If I wish to explore longer-term arrangements, I will pursue OPT or another visa status. ____
2. The minimum GPA for undergraduates is 2.0 and, for graduates, it is 3.0. ____
3. I will have an approved Reduced Courseload Request (RCL) on file for every semester in which I have registered for and/or completed fewer credits than my required minimum courseload (9 for graduates, 12 for undergraduates). Notification of an RCL approval is via e-mail from ISSS. ____
4. I must have completed two full-time semesters before being eligible to apply for CPT. ____
5. Part-time CPT is 1-20 hours per week and full-time CPT is 21 or more hours per week. ____
6. The only circumstances in which I am eligible for full-time CPT are the summer semester, my graduating semester and when required by all students in an academic program. I am eligible for a one-time CPT with part-time hours during the fall or spring semester, as well. ____
7. If I have an on-campus job, my CPT **plus** the on-campus work cannot exceed 20 hours total. ____
8. The earliest possible start date is the first day of classes and the latest possible end date is the last day of exams. A chart is available on the ISSS web site for my reference. As CPT is a class, I understand that I may not work between semesters. ____
9. Once I have applied for OPT, I cannot apply for CPT. Also, if I feel that I will be participating in OPT, I realize that the workshop is mandatory. If my CPT is out of town, I'll take the workshop before leaving or return to attend one of the posted workshops. ____
10. If I am taking CPT in my graduating semester, I will be enrolled in CPT credit and at least one other credit. The only exception to this is if CPT is required of **everyone** in my program. There is only **one** graduating semester; if I request CPT for my final semester but do not graduate, I will only have OPT as an option. In my final semester, I can take full-time CPT; if I have an on-campus job, I can work a total of 40 hours (via CPT or a combination of my CPT and on-campus job). ____
11. My offer letter must contain all of the required information as shown on the offer letter template on the ISSS web site and will only be for the current semester. If it does not, I understand that my CPT will not be processed and will request a corrected letter from my internship site. Also, there should be no mention of benefits, annual salary, insurance, etc., in my offer letter. ____
12. **If I report to my internship site before I have my CPT I-20 in-hand, I am in violation of F-1 regulations and may be subject to losing ALL F-1 benefits, including CPT and OPT.** ____
13. Processing may take up to 10 business days once a complete and correct application has been submitted. Upon submission of my application, the requested start date will be 10 business days in the future and never in the past. ____
14. If I need to extend or change my CPT in any way, I will submit an entirely new application. ____
15. I must keep all three of my required addresses current (SEVIS U.S., SEVIS Home Country, U.S. Permanent) on the ISSS site or LeoOnline. Any changes will be submitted within 5 days. Out-of-date addresses are a violation of my visa status and may mean I am ineligible for CPT or OPT. ____

GRADUATE STUDENTS ONLY: If I need to collect data for the completion of my thesis or dissertation, that I may be able to do so under CPT. If this is applicable to my situation, I will make an appointment with my ISSS advisor. ____

IF INTERNSHIP IS REQUIRED FOR YOUR PROGRAM: I will make an appointment with my ISSS advisor to discuss my department's requirements and the proposed internship.

I have read and agree to follow these regulations, policies and procedures.

Student Name (Print) & UIN

Student Signature

Date

TEMPLATE FOR INTERNSHIP OFFER LETTER

Internship offer letters must be ORIGINALS with ORIGINAL SIGNATURES 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).

Finally, we understand that there is a certain amount of time – approximately two 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

INTERNSHIP OFFER LETTER REQUIREMENTS

Please be sure the following information is NOT included in your internship offer letter.

- ◆ Benefits
- ◆ Insurance
- ◆ Retirement
- ◆ Incorrect or open-ended dates