Curricular Practical Training (CPT)

Workshop for F-1 Students Wishing to Participate in an Internship or Practicum

VISA & IMMIGRATION SERVICE ADVISING

Revised: February 2020
What is CPT?

• CPT is for F-1 student visa holders who wish to take part in a paid or unpaid internship, provided they have maintained their visa status.

• The regulations state that the CPT must be:
  • “directly related to the student’s major of study.”
  • “an integral part of an established curriculum.”
CPT is a class. Because of this, you must register and pay for course credit.

The class has to be listed in the University catalogue. Therefore, the number of credits is determined by your academic department.

Academic departments do not have to approve/endorse your CPT. It is up to the discretion of your department.
The Requirements

- Complete this workshop within six months of your internship start date.

- Complete 2 semesters (fall and spring) of full-time enrollment (or have an approved RCL) in a degree-seeking academic program.

- Have a sufficient GPA:
  - 2.0 for undergraduate students
  - 3.0 for graduate students
## CPT Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earliest Possible Start Date</strong></td>
<td>First day of Fall classes</td>
<td>First day of Spring classes</td>
<td>First day of Summer 1 &amp; 3 classes</td>
</tr>
<tr>
<td><strong>Latest Possible End Date</strong></td>
<td>Exam end date</td>
<td>Exam End date</td>
<td>Summer 3 classes end date</td>
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## CPT Types

<table>
<thead>
<tr>
<th>Part-Time CPT</th>
<th>Full-Time CPT</th>
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<tbody>
<tr>
<td>20 or fewer hours per week</td>
<td>21+ hours per week</td>
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<tr>
<td>Eligibility:</td>
<td>Eligibility:</td>
</tr>
<tr>
<td>• Each summer semester</td>
<td>• Each summer semester</td>
</tr>
<tr>
<td>• Fall or Spring semester</td>
<td>• The final semester of your program</td>
</tr>
</tbody>
</table>

- Each summer semester
- Fall or Spring semester

- The final semester of your program.
Graduating Semester CPT

- Part-time or full-time CPT.

- CPT must be within Hampton Roads area to fulfill the physical presence requirement.

- Must be registered for CPT **AND** other academic credit (unless your program requires everyone to have an internship).

- Only **ONE** graduating semester allowed per academic program.
  - If you apply for graduating semester CPT and do not graduate, you must wait to do OPT;
## Enrollment Requirements

<table>
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<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Any semester CPT</td>
<td>Enroll in academic course + Enroll in the CPT course = 12 (UG) / 9 (GR)</td>
<td></td>
<td>Only CPT course at a minimum</td>
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<tr>
<td>Graduating semester CPT</td>
<td>CPT Credit + at least 1 credit of academic course = 2 credit minimum (unless your program requires everyone to have an internship/practicum)</td>
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*Full-Time enrollment:
Undergraduate – 12 credits or an approved RCL
Graduate – 9 credits or an approved RCL

Graduate students may not use thesis/dissertation credit to fulfill the CPT credit requirement.
## CPT & On-Campus Employment

<table>
<thead>
<tr>
<th>Spring/Fall Semester</th>
<th>Graduating Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>on-campus employment + part-time CPT = no more than 20 hours per week*</td>
<td>on-campus employment + part-time CPT = no more than 40 hours per week*</td>
<td>on-campus employment + part-time/full-time CPT= no maximum number of hours*</td>
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</tbody>
</table>

*There may be limits to your employment based on payroll regulations, labor laws, etc. If CPT is required, please speak with your adviser.

Do you have a GRADUATE ASSISTANTSHIP? Contact your hiring department.
Application Checklist

- A signed offer letter with on company letterhead or forwarded directly from internship site or via student
- A completed CPT request & responsibilities form
- CPT credit registration completed
- Another academic class registration, if required
Offer Letter

This is a critical piece of the application. **ALL** following information must be included:

- Your name
- Company name and address
- Internship site’s name and address (if different from company info)
- Hours of work per week
- Statement about whether or not it is paid (hourly *wages ONLY*) or unpaid
- Description of duties / type of internship
- Supervisor’s name and contact info
- Start and end dates (per semester only, see slide 5): The start date on the letter must be ten business days into the future
- Statement that this is an internship only (i.e. not long-term employment); no permanent employment benefits can be offered
Sample Offer Letter

Internship Offer Letter Template

Date
Dear Student Name,

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. Your supervisor will be Name, Supervisor’s Position. His/Her phone number is Phone Number and his/her e-mail is E-Mail.

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

Information NOT to be included in the internship offer letter:

- Retirement
- Inconsistent or open-ended dates

Summary of Required Info for Offer Letter Template

- Student name
- Internship start date
- Internship end date
- Company name
- Company address
- Work location address (If different)
- Duties
- Hours per week
- Paid or unpaid
- Hourly rate
- Supervisor name
- Supervisor contact
TIPS

- A common reason CPT is delayed is that the letter is missing information.
- Goals listed on the CPT Request Form are too general; specific, measurable goals must be provided.
  - × To gain experience in the field.
  - × To help in accounting processes.
  - ✓ To assist general manager in marketing new food products to consumers.
  - ✓ To observe and participate in running political campaign for local candidate.

DO NOT report to your internship before you have your CPT I-20
You may not be eligible for any future immigration benefits (i.e. more CPT or OPT).

Processing Time: up to 10 business days after we get your COMPLETE application.
FYIs

• Your supervisor will think it’s reasonable that you can’t start for 2-3 weeks.

• Always give 2 weeks’ notice in writing to your internship supervisor if you decide to pursue another opportunity—don’t burn any bridges!

• Hand-written thank-you notes are appreciated!
  • Career Development Services (CDS) has templates to help you.
Upon approval of CPT...

- An e-mail will be sent to your ODU student e-mail.
- You will get a new I-20 (with the CPT info on page 2) authorizing you to participate in your internship.
- Your new I-20 will be available for pick up at the front desk of VISA; a photo ID is required.

Keep track of your approved full-time CPT.
365 days of full-time CPT will eliminate the possibility of OPT.
Upon approval of CPT...

• If you need to extend or change your CPT in anyway, notify your immigration advisor.

• Keep ALL of your I-20s.

• Check your ODU student e-mail weekly or have your ODU e-mail forwarded to an account you check on a regular basis.

• You must stay subscribed on the ISSlist mailing list for important updated and reminders.
If Your Major Requires an Internship (Practicum, Clinicals)

- Special documentation of your internship may be required.
- You do not need to meet with the Career Development Services (CDS), unless required by your department.
- Please make an appointment with your VISA advisor to discuss your plans before you apply.
CPT Checklist

1. Find an internships
2. Fill out student portion of the Request for CPT Form on our website.
3. Meet with your GPD/Academic Advisor to sign the form.
4. Meet with your CDS liaison to discuss the CPT class registration.
• Submit your application to VISA—no appointment is needed; just drop everything off at our front desk.

• Keep an eye on your ODU student e-mail for questions, approval notices or other office announcements.

• Refer your employer to the section on the VISA web site called “Off-Campus Employment” for any taxation questions.

• Enjoy your experience!
QUESTIONS?

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