

# Curricular Practical Training (CPT)

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

VISA & IMMIGRATION SERVICE ADVISING



**OLD DOMINION**  
UNIVERSITY

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: The Academic Side

- 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

---

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Earliest Possible Start Date	First day of Fall classes	First day of Spring classes	First day of Summer 1 & 3 classes
Latest Possible End Date	Exam end date	Exam End date	Summer 3 classes end date

# CPT Types

---

Part-Time CPT	Full-Time CPT
20 or fewer hours per week	21+ hours per week
Eligibility: <ul style="list-style-type: none"><li>• Each summer semester</li><li>• Fall or Spring semester</li></ul>	Eligibility: <ul style="list-style-type: none"><li>• Each summer semester</li><li>• The final semester of your program.</li></ul>

# 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

	Fall	Spring	Summer
Any semester CPT	Enroll in academic course + Enroll in the CPT course = 12 (UG) / 9 (GR)		Only CPT course at a minimum
Graduating semester CPT	CPT Credit + at least 1 credit of academic course = 2 credit minimum (unless your program requires everyone to have an internship/practicum)		

## **\*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

---

Spring/Fall Semester	Graduating Semester	Summer Semester
on-campus employment + part-time CPT = no more than 20 hours per week*	on-campus employment + part-time CPT = no more than 40 hours per week*	on-campus employment + part-time/full-time CPT= no maximum number of hours*

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

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

# 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

*Internship offer letters must be on letterhead and include the company's name and full address. A new letter must be submitted for each request.*

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:

- + Benefits
- + Insurance
- + Retirement
- + Incorrect 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

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

**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).

# 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

---



Find an internships



Fill out student portion of the Request for CPT Form on our website.



Meet with your GPD/Academic Advisor to sign the form.



Meet with your CDS liaison to discuss the CPT class registration.

# Final CPT Checklist

- 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?  
[intlstu@odu.edu](mailto:intlstu@odu.edu)  
Dragas 2006



**OLD DOMINION**  
UNIVERSITY