

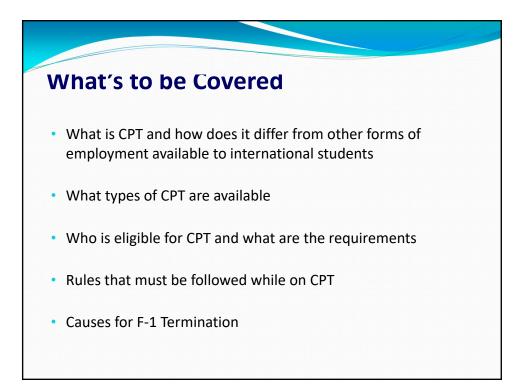




 On-Campus Student Assistant GRA/GTA/GSA



 Off-Campus Curricular Practical Training(CPT) Optional Practical Training(OPT)



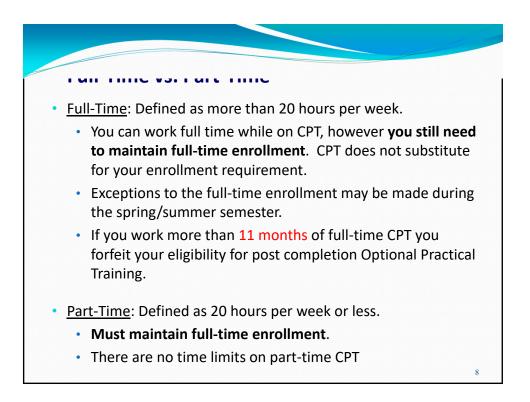
What is CPT?

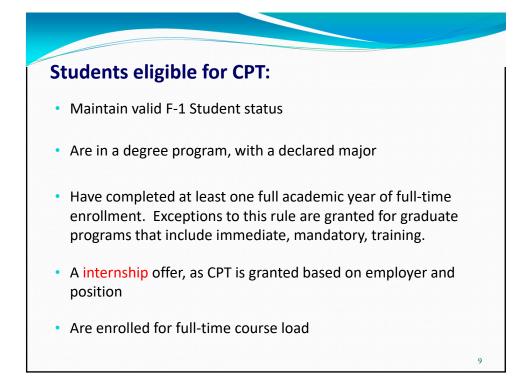
Curricular Practical Training (CPT) is defined as employment which is an *integral part of an established curriculum*, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." *Source:* [8 CFR 214.2(f)(10)(i)].

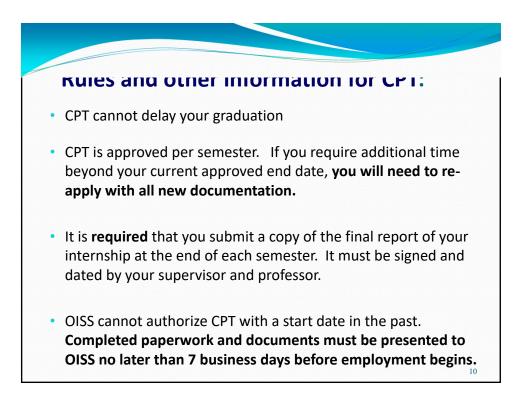


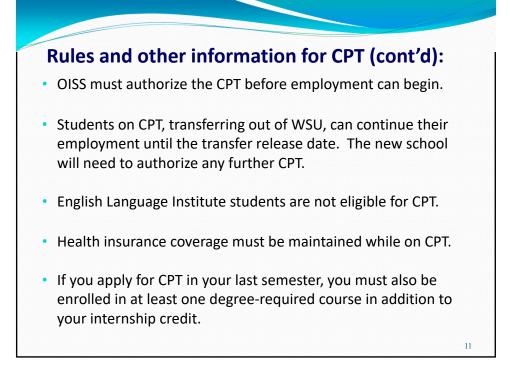
What types of CPT are there?

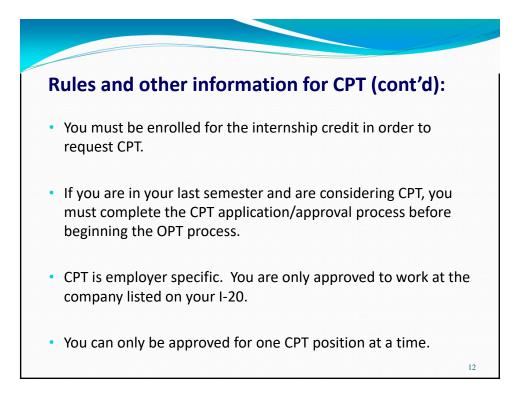
- <u>Required by your degree program</u>: The training is required as part of your core program requirements. Basically the department is mandating that you participate in order to obtain your degree.
- <u>Integral part of the program</u>: The training is not required as part of your core program requirements but is offered as elective credit toward your program requirements.
- <u>Cooperative Education program</u>: This is available to students selected to participate in WSU's Cooperative Education Program.

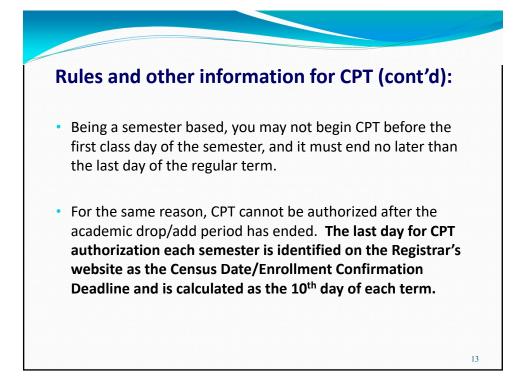


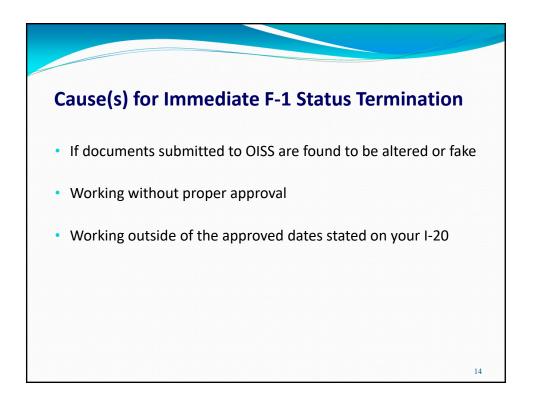








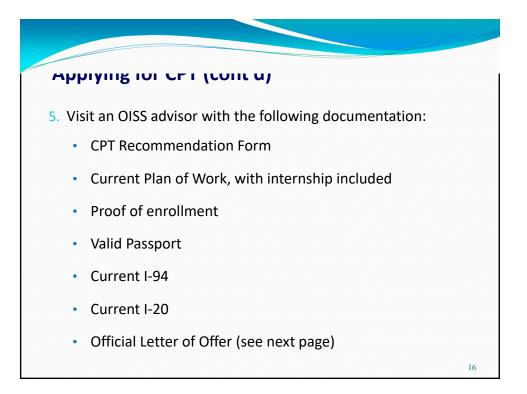




Applying for CPT

- 1. Meet with you 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
- Have your Academic Advisor, Graduate Advisor, or Career Services Counselor complete the CPT Recommendation Form – Section B

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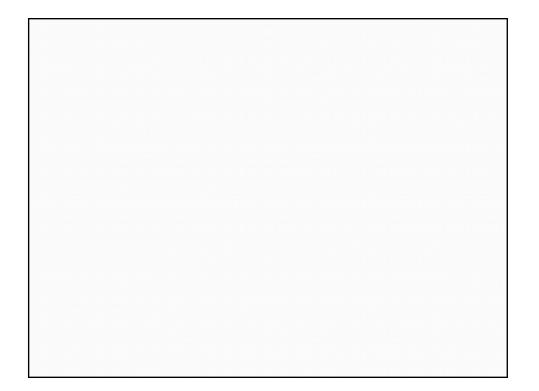


Applying for CPT (cont'd)

• 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

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			I
SECT	ION B: TO BE COMPLETED BY	THE STUDENT'S ACADEMIC AD	VISOR
Review the internship le	etter and explain how the student's aca	demic objectives will be met through this	internship.
Please select only one:	mandatory requirement for <u>all</u> students, s	et just for this student. I have attached a copy of	the class bulletin
	g such mandatory requirement (the nine-m program requires employment before nine	onths in full-time status rule may be waived fo months have passed)	or graduate students
credits	and the internship credits will be counted	he student's curriculum for which he or she w towards the student's degree credit requirement	rill receive course nts.
Criteria	Number & semester: used for grade in course (i.e. exams, repo		
	part of the WSU Cooperative Education	Program.	
Co-Op Program Coor	dinator Name:		
Co-Op Program Coor	dinator Signature:	Date:	
ACADEMIC ADVISO	OR PERSONAL DATA		
Last Name:	First Name:	Signature:	
		(Sign)	(Date)
I understand that I r	must provide OISS with a copy of the	student's internship final report at the end	l of the semester.
Department:	Email:	Campus Phone:	
	lication Reviewed By:	Date:	

Student Signature:	Today's Date:	
Student First Name:	Last Name:	
required document for OISS to author		
grade for the internship, the internship later than the last day of the regular ter university course, CPT cannot be auth	or may not begin earlier than the first class day of the semester, and must exm. Furthermore, since the internship is considered an integral part of a fc conized after the academic add/drop period has ended. employer after the academic add/drop period has ended, I am must subn	end no or-credit
 I understand that as an undergraduate authorization. 	student requesting CPT, I must have declared my major before requesting meet academic requirements and students will be receiving university credi	-
	nts will result in the immediate termination of your F-1 status. ng in the internship site without proper approval of CPT on my I-20. Viol adjust terministion of F-1 status	lation of
I understand that the documents :	en determining if I require part-time or full-time CPT authorization. submitted for CPT authorization will be independently verified by OISS a	and that
 I understand that if I am holding on-ca 	ampus employment including (Student Assistant/GRA/GSA/GTA), I wi	ill have
	ternship report to OISS at the end of the current semester for which I am	n
 I understand that if I exceed 365 days for Part-Time CPT and it will not affe 	of Full-Time CPT, I will not be eligible for OPT. 365 days rules is not ap ct OPT eligibility	plicable
course to register along with your inter I understand that CPT will not be app	mship credit.	-
engaging in CPT. I understand that if I plan on applying 	for CPT in my last semester, I must have at least one remaining degree-r	required
	ion of my F-1 status. maintaining health insurance coverage for myself and my dependents wh	ule
 I understand that my passport must be 	e valid at the time of CPT authorization and it is my responsibility to main	ntain
	ernship/practicum/rotation/clinical credit and submit another CPT appli working on the date indicted on my I-20 form (page 3). Failure to do so r	
I understand that if I wish to extend m	ny CPT, I must submit an updated recommendation form from my acader	
 I understand that I am eligible to work of my I-20 form. 	id for both creat and non-creat employment. c only during the dates authorized by the OISS Advisor as indicated on the c only for the employer indicated on page 3 of my I-20 form.	ie page 3
	xent approved Plan of Work (POW) with internship credit. The informati ed for both credit and non-credit employment.	ion
While on CPT, you are still in F-1 student state F-1status and report required information to th	as. Accordingly, you must continue to follow the rules and regulations gov he OISS.	verning
Student's Statement of R	esponsibility for CPT-Curricular Practical Training	
UNIVERSITY	Office of International Students and Sch	

	Wayne StatE UNIVERSITY		Office of I	nternational Stu	dents and Scho
	Em	ployer's Stateme	nt of Responsibili	ty for CPT	
	For the Curricular Practical Train requirements.	ing (CPT) can be pro	cessed, the employer n	nust agree to the fo	ollowing
	 To provide an offer letter F-1 student's internship: 	(or a supplemental le	etter) that includes the i	following informat	ion regarding th
	address of the sup correspond to our o Goals and objecti o Statement acknow study and that is a	ervisor; number of h academic calendar. ves of the internship ledging that the job i n integral or critical p	cluding location; the m ours per week; and dat s an internship and rela out of the academic pre ead and signed and dat	es of employment. ites to the student' ogram.	The dates must 's major field of
	 To provide a professiona with the employer. To offer a position that i function is to suppleme experience. To not to offer full-time for Curricular Practical Tr To provide a report at the 	is an internship/prac nt the student's aci continuous employn aining authorization.	ticum/training program idemic program by p nent and understand th assessing academic goa	n of limited durat roviding hands-or hat it is not approp Ils have been met.	ion whose prim n supervised w priate or permit
	 Employing F-1 student termination of the student Report to OISS (oissmail/ end date. 	t's F-1 status.			
Г	Lacknowledge that I am res University Office of Int Employer/Supervisor's Name (Prin	ernational Students			
	Address:		Job Title:		



