

Office of International Students and Scholars (OISS)
Wayne State University



Employment Options for F-1 Students



- On-Campus
 - Student Assistant
 - GRA/GTA/GSA
- Off-Campus
 - Curricular Practical Training(CPT)
 - Optional Practical Training(OPT)

What's to be Covered

- What is CPT and how does it differ from other forms of employment available to international students
- What types of CPT are available
- Who is eligible for CPT and what are the requirements
- Rules that must be followed while on CPT
- Causes for F-1 Termination

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)].*

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CPT

- CPT is temporary authorization for practical training **directly related to your academic program**.
- It can include regular **training**, internships (paid or unpaid), cooperative education, or any other type of required internship or practicum.
- Since it is considered to be part of your academic program, it must be completed **prior to the completion of your program**.

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What types of CPT are there?

- Required by your degree program: 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.
- ***Integral*** part of the program: The training is not required as part of your core program requirements but is offered as elective credit toward your program requirements.
- Cooperative Education program: This is available to students selected to participate in WSU's Cooperative Education Program.

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Full-Time vs. Part-Time

- Full-Time: Defined as more than 20 hours per week.
 - You can work full time while on CPT, however **you still need to maintain full-time enrollment**. CPT does not substitute for your enrollment requirement.
 - Exceptions to the full-time enrollment may be made during the spring/summer semester.
 - If you work more than **11 months** of full-time CPT you forfeit your eligibility for post completion Optional Practical Training.
- Part-Time: Defined as 20 hours per week or less.
 - **Must maintain full-time enrollment.**
 - There are no time limits on part-time CPT

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Students eligible for CPT:

- Maintain valid F-1 Student status
- Are in a degree program, with a declared major
- Have completed at least one full academic year of full-time enrollment. Exceptions to this rule are granted for graduate programs that include immediate, mandatory, training.
- A **internship** offer, as CPT is granted based on employer and position
- Are enrolled for full-time course load

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Rules and other information for CPT:

- CPT cannot delay your graduation
- CPT is approved per semester. If you require additional time beyond your current approved end date, **you will need to re-apply with all new documentation.**
- It is **required** that you submit a copy of the final report of your internship at the end of each semester. It must be signed and dated by your supervisor and professor.
- OISS cannot authorize CPT with a start date in the past. **Completed paperwork and documents must be presented to OISS no later than 7 business days before employment begins.**

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Rules and other information for CPT (cont'd):

- OISS must authorize the CPT before employment can begin.
- Students on CPT, transferring out of WSU, can continue their employment until the transfer release date. The new school will need to authorize any further CPT.
- English Language Institute students are not eligible for CPT.
- Health insurance coverage must be maintained while on CPT.
- If you apply for CPT in your last semester, you must also be enrolled in at least one degree-required course in addition to your internship credit.

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Rules and other information for CPT (cont'd):

- You must be enrolled for the internship credit in order to request CPT.
- If you are in your last semester and are considering CPT, you must complete the CPT application/approval process before beginning the OPT process.
- CPT is employer specific. You are only approved to work at the company listed on your I-20.
- You can only be approved for one CPT position at a time.

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Rules and other information for CPT (cont'd):

- Being a semester based, you may not begin CPT before the first class day of the semester, and it must end no later than the last day of the regular term.
- For the same reason, CPT cannot be authorized after the academic drop/add period has ended. **The last day for CPT authorization each semester is identified on the Registrar's website as the Census Date/Enrollment Confirmation Deadline and is calculated as the 10th day of each term.**

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Cause(s) for Immediate F-1 Status Termination

- If documents submitted to OISS are found to be altered or fake
- Working without proper approval
- Working outside of the approved dates stated on your I-20

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Applying for CPT

1. Meet with your 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](#)
5. 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)

5. Visit an OISS advisor with the following documentation:
 - CPT Recommendation Form
 - Current Plan of Work, with internship included
 - Proof of enrollment
 - Valid Passport
 - Current I-94
 - Current I-20
 - Official Letter of Offer (see next page)

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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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SECTION B: TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR		
Review the internship letter and explain how the student's academic objectives will be met through this internship.		
Please select only one:		
<input type="checkbox"/> The CPT is a mandatory requirement for all students, <i>not just for this student</i> . I have attached a copy of the class bulletin purporting such mandatory requirement (the nine-months in full-time status rule may be waived for graduate students whose program requires employment before nine months have passed)		
<input type="checkbox"/> The CPT is being recommended as an integral part of the student's curriculum for which he or she will receive course credits and the internship credits will be counted towards the student's degree credit requirements. <small>Course Number & semester: _____ Criteria used for grade in course (i.e. exams, reports): _____</small>		
<input type="checkbox"/> The CPT is part of the WSU Cooperative Education Program.		
Co-Op Program Coordinator Name: _____		
Co-Op Program Coordinator Signature: _____		Date: _____
ACADEMIC ADVISOR PERSONAL DATA		
Last Name: _____	First Name: _____	Signature: _____ <small>(Sign) (Date)</small>
<input type="checkbox"/> I understand that I must provide OISS with a copy of the student's internship final report at the end of the semester.		
Department: _____	Email: _____	Campus Phone: _____
OISS ADVISOR ONLY Application Reviewed By: _____		Date: _____
42 W. Warren, Suite 416 • Detroit, MI 48202 • (313) 577-3422 • FAX (313) 577-2962		

	Office of International Students and Scholars
Student's Statement of Responsibility for CPT-Curricular Practical Training	
While on CPT, you are still in F-1 student status. Accordingly, you must continue to follow the rules and regulations governing F-1 status and report required information to the OISS.	
<input type="checkbox"/> I understand that I must provide a current approved Plan of Work (POW) with internship credit. The information included in this plan of work is required for both credit and non-credit employment.	
<input type="checkbox"/> I understand that I am eligible to work only during the dates authorized by the OISS Advisor as indicated on the page 3 of my I-20 form.	
<input type="checkbox"/> I understand that I am eligible to work only for the employer indicated on page 3 of my I-20 form.	
<input type="checkbox"/> I understand that if I wish to extend my CPT, I must submit an updated recommendation form from my academic advisor and register for internship/externship/practicum/rotation/clinical credit and submit another CPT application with OISS. If I not do so, I must stop working on the date indicated on my I-20 form (page 3). Failure to do so may result in illegal employment in the US.	
<input type="checkbox"/> I understand that my passport must be valid at the time of CPT authorization and it is my responsibility to maintain passport validity throughout the duration of my F-1 status.	
<input type="checkbox"/> I understand that I am responsible for maintaining health insurance coverage for myself and my dependents while engaging in CPT.	
<input type="checkbox"/> I understand that if I plan on applying for CPT in my last semester, I must have at least one remaining degree-required course to register along with your internship credit.	
<input type="checkbox"/> I understand that CPT will not be approved after OPT has been recommended.	
<input type="checkbox"/> I understand that if I exceed 365 days of Full-Time CPT, I will not be eligible for OPT. 365 days rules is not applicable for Part-Time CPT and it will not affect OPT eligibility.	
<input type="checkbox"/> I understand that I must submit my internship report to OISS at the end of the current semester for which I am approved for the CPT.	
<input type="checkbox"/> I understand that if I am holding on-campus employment including (Student Assistant/GRA/GSA/GTA), I will have the hours of that position included when determining if I require part-time or full-time CPT authorization.	
<input type="checkbox"/> I understand that the documents submitted for CPT authorization will be independently verified by OISS and that submission of altered or fake documents will result in the immediate termination of your F-1 status.	
<input type="checkbox"/> I understand that I cannot start working in the internship site without proper approval of CPT on my I-20. Violation of this requirement will result in the immediate termination of F-1 status.	
<input type="checkbox"/> I understand that as an undergraduate student requesting CPT, I must have declared my major before requesting CPT authorization.	
<input type="checkbox"/> I understand that because CPT must meet academic requirements and students will be receiving university credit and a grade for the internship, the internship may not begin earlier than the first class day of the semester, and must end no later than the last day of the regular term. Furthermore, since the internship is considered an integral part of a for-credit university course, CPT cannot be authorized after the academic add/drop period has ended.	
<input type="checkbox"/> I understand that if I intend to change employer after the academic add/drop period has ended, I am must submit the required document for OISS to authorize my request.	
Student First Name: _____ Last Name: _____	
Student Signature: _____ Today's Date: _____	

Employer's Statement of Responsibility for CPT

For the Curricular Practical Training (CPT) can be processed, the employer must agree to the following requirements.

- To provide an offer letter (or a supplemental letter) that includes the following information regarding the F-1 student's internship:
 - Description of the training program, including location; the name, phone number, and e-mail address of the supervisor; number of hours per week; and dates of employment. The dates must correspond to our academic calendar.
 - Goals and objectives of the internship.
 - Statement acknowledging that the job is an internship and relates to the student's major field of study and that is an integral or critical part of the academic program.
 - This letter must be on company letterhead and signed and dated by the Supervisor or Hiring Department.
- To provide a professional quality educational internship work experience for students accepted as intern with the employer.
- To offer a position that is an internship/practicum/training program of limited duration whose primary function is to supplement the student's academic program by providing hands-on supervised work experience.
- To not to offer full-time continuous employment and understand that it is not appropriate or permitted for Curricular Practical Training authorization.
- To provide a report at the end of the semester assessing academic goals have been met.
- Employing F-1 student without proper approval of CPT in their I-20 will result in the immediate termination of the student's F-1 status.
- Report to OISS (ois@mail@wayne.edu) within 48 hours if the employment is terminated before the CPT end date.

I acknowledge that I am responsible for reporting the above mentioned requirements to the Wayne State University Office of International Students and Scholars as specified in the information above.

Employer/Supervisor's Name (Print):	Signature:	Date:
Address:		Job Title:
Phone Number:	Fax:	Email:

Curricular Practical Training (CPT)

Final Approval

- Approval is recommended by the **academic advisor** and **final approval by an OISS advisor** before student can begin working

Things to Remember

- No CPT on Maintenance Status (PhD Students)
- CPT for WSU internship (If you find an internship position)

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