A Webinar on Curricular Practical Training

Thank you for your interest

This presentation will take place on Thursday, March 28th from 3:30-4:30 p.m.

See you then!
A Webinar on
Curricular Practical Training

Presented by:
The Office for International Students and Scholars (OISS)
CURRICULAR PRACTICAL TRAINING (CPT)

What is CPT?

- Work authorization available to current F-1 students prior to graduation.

- Practical “hands-on” experience to supplement the theoretical knowledge you are gaining while completing your degree. Must be a required or integral part of your program.

- CPT is available on a part-time basis (up to 20 hrs/wk) or a full-time basis (more than 20 hrs/week).

- OISS has the ability to approve CPT. No government application is necessary.
Who is Eligible for CPT?

- Students who are in F-1 status and have been enrolled on a full-time basis for at least one academic year (two semesters); and who have a written offer for a job within their major field of study.
CURRICULAR PRACTICAL TRAINING (CPT)

Application Procedure:

1. Review CPT Application Instructions from OISS
2. Find an employment opportunity in your field.
3. Obtain an offer letter from your employer.
4. Visit your academic advisor – advisor’s signature is required.
5. Visit OISS with all required application materials.
6. Pick up new I-20 once it is prepared.
APPLICATION PROCEDURE

Step 1:
Review CPT Application Instructions from OISS

- http://oiss.msu.edu/documents/students/cpt.pdf

- Consider how opportunities in your field might fit within CPT boundaries.

- Ask OISS Advisor or Academic Advisor if you have questions/concerns.
APPLICATION PROCEDURE

Step 2:
Find an employment opportunity in your field.

- Talk with your academic advisor

- MSU Career Services:
  - http://careernetwork.msu.edu

- Connect with students in your program who have already had an internship experience
Step 3: Obtain an offer letter from your employer.

Offer letters must be on letterhead and must contain the following information:

- Job title
- Job description
- Start and end dates of employment
- Compensation
- Hours per week
- Full address of employment location
Step 4: Meet with your academic advisor.

- Show your academic advisor your offer letter.
- It is your academic advisor’s job to confirm that the employment is either an integral part of your academic curriculum or that it is a required part of your academic curriculum.
- The academic advisor will sign the CPT Authorization Form to indicate his/her approval of your proposed work experience.
CPT Authorization form completed for “Integral Part of Student’s Curriculum:”

<table>
<thead>
<tr>
<th>THIS SECTION TO BE COMPLETED BY THE ACADEMIC/GRADUATE ADVISOR/MAJOR PROFESSOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How does this CPT meet the student’s academic objective? (If you need more space please write a letter or write on the back of this form)</td>
</tr>
<tr>
<td>Real world experience in accounting is needed to support the student’s understanding of theories and concepts learned in the classroom.</td>
</tr>
</tbody>
</table>

| Has student finished all program requirements at this point? ☐ Yes ☑ No |
| All students: Expected Completion Date of Degree Requirements: 5/16/2015 |
| Graduate students: Expected Defense Date (or Comprehensive Exam Date for non-thesis Master’s students):  |

| This CPT is: |
| ☑ An “integral part of the student’s curriculum” and is relevant to his/her academic program. |
| ☐ Required (all students in this major must do an internship or they will not graduate from this program) |
| Course Name & Number: ACC 272: Accounting for Large Businesses |
| Semester Enrolled: Fall 2013 |
| Number of Credits: 3 |

| Name (print): Alice Advisor | Title: Academic Advisor |
| Department: Accounting | E-mail: acadvisor@msu.edu | Phone: 353-1855 |
| Academic/Graduate Advisor/Major Professor’s signature: Alice Advisor | Date: 4/30/13 |
APPLICATION PROCEDURE – CPT FORM

CPT Authorization form completed for “Required Part of Student’s Curriculum:”

This section to be completed by the Academic/Graduate Advisor/Major Professor:

How does this CPT meet the student’s academic objective? (If you need more space please write a letter or write on the back of this form)

- Performance experience is required for music performance degrees.

- Has student finished all program requirements at this point? ☑ Yes ☐ No

- All students: Expected Completion Date of Degree Requirements: 5/16/2015

- Graduate students: Expected Defense Date (or Comprehensive Exam Date for non-thesis Master’s students): 3/15/2015

- This CPT is:
  - ☑ Required (all students in this major must do an internship or they will not graduate from this program)
  - ☐ An “integral part of the student’s curriculum” and is relevant to his/her academic program.

  - Course Name & Number:
  - Semester Enrolled:
  - Number of Credits:

Name (print): Arthur Advisor
Department: Music
Title: Academic Advisor
E-mail: aadvisor@michigan.edu
Phone: 355-1234

Academic/Graduate Advisor/Major Professor’s signature: Arthur Advisor
Date: 3/20/13
APPLICATION PROCEDURE

Step 5:
Visit OISS with all required application materials.
Walk-in Advising Hours: Mon-Fri between 1pm and 3pm

- Job offer letter
- Completed CPT application form
- Proof of course enrollment (StuInfo printout is ok)
- Passport
- I-20
- I-94 card
APPLICATION PROCEDURE

Step 5:
Visit OISS with all required application materials. Walk-in Advising Hours: Mon-Fri between 1pm and 3pm

IMPORTANT:

- CPT Authorization is NOT guaranteed until it is authorized. Do not make promises to your prospective employer.
- Only work during authorized CPT dates – no earlier, no later!

The penalty for unauthorized employment is visa termination!
APPLICATION PROCEDURE

Step 6:
Pick up new I-20 once it is prepared.

- Typical processing time is 1-2 business days.
- OISS will send you an email as soon as your I-20 is ready to pick up.
- Here is an example of a CPT approval notation:
WHAT’S NEXT?

- Show your I-20 with CPT authorization to your employer.

- Apply for a Social Security Number if you don’t already have one.

- If you earn money, be prepared to file tax documentation the following spring.
  - If you work in 2013, your tax filing is due 4/15/14
  - If you work in 2014, your tax filing is due 4/15/15
    and so on...
HOW CPT IMPACTS OPTIONAL PRACTICAL TRAINING (OPT)

- If a student is granted **12 months or more** of Full-Time CPT (more than 20 hours per week), then the student loses eligibility for OPT.

- A student who has **less than 12 months** of Full-Time CPT is still eligible for their entire OPT (12+ months).

- A student with any amount of Part-Time CPT (20 hours per week or fewer) is still eligible for their entire OPT (12+ months). *Part-Time CPT does not impact OPT.*
HOW TO ACCESS OUR SERVICES

- **Phone:** 517-353-1720
- **Email:** oiss@msu.edu
- **Calendar of Events:** [www.oiss.msu.edu](http://www.oiss.msu.edu)
- **Social Media:** Facebook, Twitter, and Blog (OISSLive)

- **Walk-in Hours:**
  - 1-3 p.m., Mon. – Fri.
  - Room 105, International Center