

F-1 CURRICULAR PRACTICAL TRAINING (CPT)

MUSIC SHORT-TERM GIGS

MICHIGAN STATE
UNIVERSITY

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WHAT IS CPT?

Curricular Practical Training (CPT) is temporary employment authorization **directly** related to an F-1 student's academic program and granted by the Designated School Official (DSO) at the Office for International Students and Scholars (OISS). CPT is typically done on a part-time (up to 20 hours a week) basis during the school year and can be done on a full-time (over 20 hours a week) basis or part-time basis during vacation periods. CPT gives students the possibility to work off campus or to work for more than 20 hours a week on campus if certain qualifications are met (see eligibility requirements).

NOTE: MSU policy limits the hours a student can work to a maximum of 29 hours a week during fall and spring semesters and full-time when classes are not in session, even with CPT.

CPT ELIGIBILITY

- F-1 students are eligible for CPT after completion of two semesters of full time study (one academic year). Exception: Graduate students whose degree **requires** immediate participation in an internship may apply at any time.
- F-1 students who are requesting full-time CPT during the academic year **must be registered full-time**. Students may not take a reduced course load and then apply for full-time CPT. There are two exceptions to this rule: 1) when a program requires that all students who are done with course work proceed to an internship semester or year; 2) when a student is in his/her last semester before graduation.
- Students who are approved for a reduced course load and are applying for part-time CPT will be considered on a case by case basis.

NOTE: CPT will not be granted to students who have finished their program requirements and who are merely delaying graduation to make use of CPT.

TYPES OF CPT

- **Required for the degree program:** In order for training to be considered "required," **all students in the degree program must be required to complete an internship or practicum in order to receive their degree.** Very few programs at MSU have such requirements. **Proof of requirement from RO Academic Programs Catalog or Department website must be included with CPT request.**
- **Integral part of an established curriculum:** If the internship is not required, then it must be taken for academic credit. The student and the advisor will need to note the appropriate course number on the CPT Authorization Form, and the student **must** show OISS proof of enrollment. If the internship takes place in the summer, students can either enroll for an internship credit or connect CPT to a relevant class being taken that semester or the upcoming fall semester.

MORE INFORMATION ABOUT CPT

- You **must** have a signed, written offer of employment on the employer's letterhead to apply for CPT. Please refer to details about offer letter requirements under "How to Apply for CPT." Even off-campus non-paid internships may require authorization by OISS.
- Part-time CPT is defined as working 20 hours or less per week and does not affect Optional Practical Training eligibility. Full-time CPT is defined as working more than 20 hours per week. If you accumulate **12 months** or more of full-time CPT authorization, you will **not** be eligible for OPT.

- If you change employers while on CPT or will work for more than one employer at a time, you need to file a new CPT application. CPT is employer specific; that is, you can only work for the company that is listed on your I-20.

NOTE: Music students with multiple “gigs” should consult with an OISS advisor.

- You are authorized for specific dates of employment on your I-20. You may **not** begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you must reapply for CPT and be approved by OISS. If you work before you are authorized or past the authorized CPT end date, you will be working illegally and could lose future immigration benefits.
- OISS **cannot** authorize CPT with a start date in the past. **(Please submit all completed paperwork at least 7 to 10 days in advance of the day you wish to begin working.)**
- OISS will only authorize CPT for one semester at a time. Students must reapply by completing all necessary steps in the process for each semester that they will work on CPT.
- If you will be employed outside of the Lansing area and are using MSU’s Blue Care Network (BCN) health insurance, please make sure you know which local doctor’s offices and hospitals are in BCN’s network. If you need medical care and accidentally go to an out-of-network health care facility, you will pay much more for your medical bills than if you go to an in-network facility. Search for in-network health care facilities here: <http://www.bcbsm.com>. **Special note for students applying for summer CPT:** Spring semester registration includes a fee for both spring and summer health insurance coverage. If you did not receive a waiver of MSU’s BCN health insurance, you will automatically have health insurance coverage for the summer term.

NOTE: For tips on preparing for the U.S. workplace, visit: www.oiss.msu.edu/documents/students/workprep.pdf

STEPS FOR APPLYING FOR CPT

1. Meet with your Academic or Graduate Advisor to discuss appropriate employment opportunities for your major.
2. Find an internship, co-op, practicum, or other position. For assistance, contact MSU’s Career Services Network.
3. Complete **Student section** of the CPT Authorization Form.
4. Have your Academic or Graduate Advisor complete the **Academic or Graduate Advisor section** of the CPT Authorization Form.
5. Come to OISS during walk-in hours (M-F, 1-3pm) or make an appointment online to see an advisor and bring the following required documents with you:
 - Passport**
 - I-94 card or Printout of the electronic I-94 screen from CBP website:** www.cbp.gov/I94
 - Current I-20**
 - CPT Authorization Form completed and signed by your Academic Advisor/Graduate Advisor/Major Professor**
 - Proof of course enrollment to cover all periods of work. A printed copy from StuInfo is sufficient.**
 - Employment Letter signed by employer on company/business letterhead giving the following information:**
 - Job title**
 - Beginning and ending dates of employment**
 - Wage/salary/remuneration**
 - Number of hours per week to be worked**
 - Full address of employer**
 - Brief description of work**

Once the above documents have been submitted to OISS, a new I-20 will be issued to you in approximately 1 week. OISS will email to your MSU email address, after your new I-20 is ready.

CPT FORM (Music Short Term Employment GIGS ONLY)

This form must be used by students majoring in Music who will perform short-term “gigs” and will be self-employed. Music students, internships include work for multiple short-term employers, training, performances or GIGS. The student should maintain a list of all short-term employments, performances and/or GIGS, the dates & duration. If requested by Department of Homeland Security (DHS), students must be prepared to provide evidence showing a list of all employments.

THIS SECTION MUST BE COMPLETED BY THE SELF EMPLOYED STUDENT

Student's Last Name:	First Name:	PID #: A	<input type="checkbox"/> Bachelors
MSU E-mail:	Phone:	<input type="checkbox"/> Masters	
Self-Employed Student's Address:			<input type="checkbox"/> Doctoral
			<input type="checkbox"/> Other
City:	State:	Zip Code:	
Job Title (Instrument):			
Start Date: ____/____/____	End Date: ____/____/____	Number of hours per week:	

I _____ understand that I must present the completed CPT form and the short-term employment gig form to the office for international students and scholars prior to engaging in any new employment, performance, or gig.
(Student's Name)

PLEASE INITIAL EACH OF THE FOLLOWING STATEMENT:

_____ I am aware that engaging in any employment, training, performance or GIG prior to obtaining the CPT authorization I-20 will result in termination of my status.

_____ It is my responsibility to meet with OISS and request a full-time CPT I-20 if I will engage in CPT more than 20 hours in any given week. A week is defined as Sunday to Saturday.

_____ I understand that going over the weekly limit on employment hours may result in visa termination

_____ It is my responsibility to provide OISS an offer letter for each short-term employment, performance or GIG.

_____ I acknowledge that I will keep all CPT documents including hours worked. If the U.S. government requests these documents, I will be able to provide.

Student's Signature: _____ Date: ____/____/____

THIS SECTION MUST BE COMPLETED BY THE ACADEMIC OR GRADUATE ADVISOR

How does this CPT meet the student's academic objective? (If you need more space please write a letter)

All students: Expected Completion Date of Degree Requirements: ____/____/____

This CPT is:

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):	Title:
Department: College of Music	E-mail: _____
Academic or Graduate Advisor Signature:	Phone: _____
Date: ____/____/____	

MUSIC SHORT TERM EMPLOYMENT (GIGS) FORM

Music students should maintain a list of all multiple short-term employers, training, performances or GIGS, including dates, offer letters and duration. If requested by the U.S. government students must be prepared to provide evidence showing a list of all multiple short-term employers, training, performances or GIGS. This form must be provided by students to OISS, form should be updated with each CPT. Students CANNOT begin a new multiple short-term employer, training, performances or GIGS without prior authorization from OISS and an I-20 detailing the specific employment.

THIS SECTION MUST BE COMPLETED BY THE SELF EMPLOYED STUDENT

Last Name:	First Name:	PID #: A	<input type="checkbox"/> Bachelors
MSU E-mail:		Phone:	<input type="checkbox"/> Masters
Self-Employed Student's Address:			<input type="checkbox"/> Doctoral
			<input type="checkbox"/> Other
City:	State:	Zip Code:	

NAME OF EMPLOYER:	NAME OF EMPLOYER :
Address of Employer: City: State: Zip Code:	Address of Employer: City: State: Zip Code:
Start Date of Gig#1:	Start Date of Gig#1:
End Date of Gig#1:	End Date of Gig#1:
Hours Per Week: Semester:	Hours Per Week: Semester:
Start Date of Gig#2:	Start Date of Gig#2:
End Date of Gig#2:	End Date of Gig#2:
Hours Per Week:	Hours Per Week:
Start Date of Gig#3:	Start Date of Gig#3:
End Date of Gig#3:	End Date of Gig#3:
Hours Per Week:	Hours Per Week:

NAME OF EMPLOYER:	NAME OF EMPLOYER:
Address of Employer: City: State: Zip Code:	Address of Employer: City: State: Zip Code:
Start Date of Gig#1:	Start Date of Gig#1:
End Date of Gig#1:	End Date of Gig#1:
Hours Per Week:	Hours Per Week:
Start Date of Gig#2:	Start Date of Gig#2:
End Date of Gig#2:	End Date of Gig#2:
Hours Per Week:	Hours Per Week:

NAME OF EMPLOYER:	NAME OF EMPLOYER:
Address of Employer: City: State: Zip Code:	Address of Employer: City: State: Zip Code:
Start Date of Gig#1:	Start Date of Gig#1:
End Date of Gig#1:	End Date of Gig#1:
Hours Per Week:	Hours Per Week:
Start Date of Gig#2:	Start Date of Gig#2:
End Date of Gig#2:	End Date of Gig#2:
Hours Per Week:	Hours Per Week: