

# CURRICULAR PRACTICAL TRAINING (CPT)

## College of Music ONLY

MICHIGAN STATE  
UNIVERSITY

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### WHAT IS CPT?

Curricular Practical Training (CPT) is a temporary alternative/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. CPT must be **directly** related to an F-1 student's academic program and can only be 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, or it 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 gain work experience off-campus or to work for more than 20 hours a week on campus if certain qualifications are met (see CPT Eligibility requirements).

The primary purpose F-1 visa is academics and any CPT can only be secondary to that objective. Employment, internships, or performances cannot interfere with or cause a delay in timely graduation from your program. CPT is never guaranteed and every CPT application will be adjudicated on a case-by-case basis each semester. You must familiarize yourself with the CPT packet well ahead of application. Typically, students will have a maximum of one to two full CPT experiences during a degree program.

### CPT ELIGIBILITY

- F-1 students are eligible to apply 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. Per the College of Music, there is no program within the College of Music that requires immediate participation in a practical training.
- F-1 students who are requesting full-time CPT during an academic semester **must register full-time. OISS will only grant full-time CPT for one academic semester for the duration of a student's academic program. A student may be granted full-time CPT for summer semesters upon meeting CPT requirements.**
- Students may not take a reduced course load and then apply for full-time CPT in the same semester, there is some exception to last semester RCL (see OISS advisor).

**NOTE:** CPT **will not be granted** to students who have completed their public performance of the Lecture-Recital or students who are delaying completion of studies to gain experience.

### TYPES OF CPT

- There are two types of CPT, Required CPT and a CPT that is an integral part of the student's curriculum. Per the College of Music, there is no required CPT.
- **Integral part of an established curriculum:** Since there is no required internship in the College of Music, 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 course or connect CPT to a relevant class being taken that semester or the upcoming fall semester.

Students who apply for CPT that is an integral part of their established curriculum must enroll in the course listed on the CPT form. This course must be related to the practical training. Additionally, the course must be counted as part of the necessary courses needed to complete the major listed on the student's I-20. Dropping or failing to complete the course voids the CPT. If this occurs, students must stop working immediately and contact an OISS advisor to cancel the CPT. Failure to stop working will be considered a violation of F-1 visa status.

### MORE INFORMATION ABOUT CPT

- Students **must** have a signed, written offer of employment on the employer's letterhead to apply for CPT. Please refer to details about the offer letter requirements under "Steps for Applying for CPT." Off-campus unpaid internships require CPT authorization. Please consult with an OISS advisor prior to participating in any off-campus activities.
- 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 a student accumulates 12 months or more of full-time CPT authorization, then the student will not be eligible for OPT.** If a student changes employer while on CPT or will work for more than one employer at a time, the student needs to file a new CPT application. CPT is employer-specific and students can only work for the company listed on the I-20.

- 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 issued a new CPT I-20 with a new end date. If you work before you are authorized or past the authorized CPT end date, you will be working without employment authorization and your immigration record will be terminated.
- OISS cannot authorize CPT with a start date in the past. **(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 with proof of course registration. Students must reapply by completing all necessary steps in the process for each semester that they will work on CPT.
- **Health Insurance While 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.

## CPT Dates

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. For information on semester specific CPT dates, review the [MSU Academic Calendar](#) and the table below.

Academic Calendar	Fall	Spring	Summer
<b>Earliest Start Date Possible</b>	First day of Classes	Day following last day of final exams in fall	Day following final exams in Spring
<b>Latest End Date Possible</b>	Last day of final exams	Last day of final exams	<b>Summer Course:</b> Last day of final exams <b>OR</b> <b>Fall Course:</b> Day before first day of classes for Fall

## STEPS FOR APPLYING FOR CPT

1. Complete **the student section** of the CPT Authorization Form.
2. Have your Academic or Graduate Advisor complete the Academic or Graduate Advisor section of the CPT Authorization Form. This CPT authorization form will be completed/signed once a semester by an academic or graduate advisor. Students should work with their academic/graduate advisor at the beginning of each semester to complete the CPT Authorization Form. Subsequently, students should use a copy of the CPT authorization form and supporting documents listed below to apply for additional CPTs in the same semester.
3. If the end date of your employment offer letter goes beyond the [last of final exams](#) of the semester, you must receive a new CPT Authorization Form signed by the academic/graduate advisor.
4. Come to OISS during walk-in hours or make an appointment online to see an advisor and bring your complete CPT packet with you. Your CPT packet should include:
  - A Valid Original Passport**
  - I-94 card or Printout of the electronic I-94 screen from CBP website: [www.cbp.gov/I94](http://www.cbp.gov/I94)**
  - Most Recent I-20**
  - CPT Authorization Form completed and signed by your Academic Advisor/Graduate Advisor**
    - **This form should be signed by a graduate/academic advisor once per semester. Students who subsequently wish to apply for additional CPT authorizations must provide OISS a copy of the completed authorization form with supporting documentation.**
  - Proof of course enrollment. A printed copy (schedule) from StuInfo is sufficient.**
  - A new employment letter with current dates is required for each CPT. The offer letter should be:**
    - Signed by employer**
    - Company/Business letterhead**
    - Job title**
    - Start and ending dates of employment**
    - Wage/salary/remuneration**
    - Number of hours per week to be worked**
    - Full address of employer**
    - Description of work (duties performed)**

**NOTE:** A new CPT I-20 will be issued within a week after the submission of complete CPT documents.

# CPT AUTHORIZATION FORM (MUSIC STUDENTS ONLY)

## THIS SECTION MUST BE COMPLETED BY THE STUDENT

Last Name:	First Name:	PID #: A	<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/> Certificate
MSU E-mail:	Phone:		
Current U.S. Address:			
City:	State:	Zip Code:	
Semester Applying for CPT: _____ (This CPT authorization form is valid until last day of final exams as listed on <a href="#">academic calendar</a> )			
<p><b>ACKNOWLEDGEMENT OF MAINTAINING STATUS:</b></p> <p>PLEASE INITIAL EACH OF THE FOLLOWING STATEMENTS:</p> <p>_____ I understand that I must complete two academic semesters before I am eligible to apply for CPT.</p> <p>_____ I am aware that engaging in any employment, training or performance before obtaining the CPT authorization I-20 will result in termination of my status.</p> <p>_____ I understand that I am ineligible for CPT after the completion of the public performance of the Lecture-Recital.</p> <p>_____ I understand that going over the weekly limit on employment hours may result in termination of my status</p> <p>_____ It is my responsibility to provide OISS a complete CPT packet with completed CPT form, original passport, I-20 and all additional documents when adding a new employer and/or when requesting new or additional dates.</p> <p>_____ I acknowledge that I will keep all CPT documents including copies of I-20s and offer letters. If the U.S. government requests these documents, I am responsible for providing the required documents.</p>			
Student's Signature: _____			Date: _____

## THIS SECTION MUST BE COMPLETED BY THE ACADEMIC OR GRADUATE ADVISOR

**This CPT is an Integral Part of the Student's Curriculum.** The student will be receiving course credit(s) that will count as part of the student's major of study as listed on the I-20.

<b>Undergraduate Expected Completion Date</b> (Students are ineligible for CPT after this date)	
<b>Graduate Expected Completion Date</b> (Students are ineligible for CPT after the public performance of the Lecture-Recital)	
<b>Semester Applying for CPT</b> (Example: Spring 2020)	
<b>Course Name &amp; Number</b>	
<b>Number of Credits</b>	

**Explain how this CPT is directly related to the chosen course in the student's major and field of study.**

This student is pursuing a \_\_\_\_\_ degree in \_\_\_\_\_ and has accepted a position that advances their studies/skills and includes one or more of the following activities:

<input type="checkbox"/> Orchestral member	<input type="checkbox"/> Artist-teacher	<input type="checkbox"/> Accompanist
<input type="checkbox"/> Conducting/Composing	<input type="checkbox"/> Vocalist	<input type="checkbox"/> Arts Administration

<b>Name (print):</b> Susan Hoekstra/David Rayl/ Michael Kroth	<b>Title:</b> Graduate Advisor/ Associate Dean
<b>Department:</b> College of Music	<b>E-mail:</b> musgrad@msu.edu
<b>Academic or Graduate Advisor Signature:</b>	<b>Phone:</b> 517-353-9122
	<b>Date:</b>