

CURRICULAR PRACTICAL TRAINING AUTHORIZATION

(Graduate Students in the College of Engineering ONLY)

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
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WHAT IS CPT?

This packet should only be used by graduate students in the College of Engineering.

Curricular Practical Training (CPT) is 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 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).

The primary purpose F-1 visa is academics and any CPT can only be secondary to that objective. Employment/internships cannot interfere with or cause delay in timely graduation from your program. A CPT is never guarantee and CPT application will be adjudicated on case-by-case basis each semester. You must familiarize yourself with the CPT packet well ahead of application.

CPT ELIGIBILITY

- F-1 students are eligible to apply for CPT after completion of two semesters of full-time study (one academic year).
- 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. 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.
- 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, defended or students who are merely delaying completion of their studies to make use of CPT.

INTEGRAL PART OF THE ESTABLISHED CURRICULUM

- There are two types of CPT, Required CPT and a CPT that is an integral part of the student's curriculum. **Per College of Engineering, there is no required CPT for the College of Engineering.**
- **Integral part of an established curriculum:** Since there is no required internship in the College of Engineering, 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.

Students who apply for CPT that is integral part of their established curriculum must enroll in the course listed on the CPT form. This course must be related to the job or project being conducted. 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.

EGR 393 Course

Graduate students in the College of Engineering are only eligible to enroll in a course that is integral part of their curriculum when applying for CPT. Meaning, the course must be one of the courses that is needed for the student to earn the degree that is listed on the I-20. **Per College of Engineering, EGR 393 is not required for any graduate program in the College of Engineering.**

CONFLICT OF INTEREST DISCLOSURE

Graduate students who are applying for CPT in the College of Engineering must disclose any conflict of interest that exists between the student, graduate advisor and employer. Examples include, but are not limited to, the advisor or student having a financial interest in the employing company/organization; a member of the student's graduate advisory committee working for the employer; the employer providing materials or funding to support the student's graduate studies; etc. **Please send an explanation of the potential conflict of interest to Dr. Katy Colbry at colbryka@msu.edu**

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 "Steps for Applying for CPT." Even off-campus unpaid internships may 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 you accumulate 12 months or more of full-time CPT authorization, then 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 and you can only work for the company listed on your 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 approved by OISS. 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. **(Please submit all completed paperwork at least 10 days in advance of the day you wish to begin working.)**
- 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 & summer insurance coverage.

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

STEPS FOR APPLYING FOR CPT

- Meet with your Academic or Graduate Advisor to discuss appropriate employment opportunities for your major.
- Find an internship, co-op, practicum, or other position. For assistance, contact MSU's Career Services Network.
- Complete **Student section** of the CPT Authorization Form.
- Have your Academic or Graduate Advisor complete the **Academic or Graduate Advisor section** of the CPT Authorization Form.
- 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:

- A Valid 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
- Proof of course enrollment. A printed copy (schedule) from StuInfo is sufficient.
- A new employment letter is required for each CPT.
- The letter must be signed by employer giving the following information:
 - Company/Business letterhead
 - Job title
 - Start and ending dates of employment (The start date must be in the future)
 - Wage/salary/remuneration
 - Number of hours per week to be worked
 - Full address of employer
 - Brief description of work with the statement *"The employer agrees to cooperate with the school in achieving the curricular purposes of the employment/training."*

NOTE: A new I-20 will be issued approximately one week after submission of complete CPT documents.

**CURRICULAR PRACTICAL TRAINING AUTHORIZATION
(Graduate Students in the College of Engineering ONLY)**

THIS SECTION MUST BE COMPLETED BY THE STUDENT

Last Name:		First Name:		<input type="checkbox"/> Masters
MSU E-mail:	PID #: A	Phone:		<input type="checkbox"/> Doctoral
Name of Company/Organization:			Job Title:	
Employer Address:				
City:		State:	Zip Code:	
Start Date:		End Date:	Number of hours per week:	
ATTESTATIONS:				
<input type="checkbox"/> <i>I understand this CPT is an integral part of my curriculum, therefore I am required to be enrolled in the course listed by my advisor during the semester stated below. This course will count as part of the necessary courses needed to complete my major as listed on my I-20. I understand that dropping or failing to complete the course voids this CPT. If this occurs, I must stop working immediately and contact an OISS advisor. Failure to stop working will be considered a violation of my F-1 visa status. Additionally, completing defense also ends any CPT authorization.</i>				
<i>Are you, or your graduate advisor, affiliated with the employing company in any way beyond this specific job offer? Examples include, but are not limited to, the advisor or student having a financial interest in the employing company/organization; a member of the student's graduate advisory committee working for the employer; the employer providing materials or funding to support the student's graduate studies; etc.</i>				
<input type="checkbox"/> NO <input type="checkbox"/> YES (Please send an explanation of the potential conflict of interest to Dr. Katy Colbry at colbryka@msu.edu)				
Student's Signature: _____			Date: _____	

THIS SECTION MUST BE COMPLETED BY THE GRADUATE ADVISOR

Expected Thesis/Dissertation Defense Date (or graduation date for non-thesis Master's student): _____

CPT must be an integral part of the student's curriculum. Indicate below the course credit(s) that the student will enroll in during the semester of CPT authorization, which will count as part of the student's major of study as listed on the I-20.

Course Name & Number:	Number of Credits:	Semester:
Explain how this practical training is directly related to the chosen course in the student's major and field of study. (If you need more space please attach a letter)		

CONFLICT OF INTEREST DISCLOSURE

Are you, or your graduate student, affiliated with this employer in any way beyond this specific offer of employment? Examples include, but are not limited to, the advisor or student having a financial interest in the employing company; a member of the student's graduate advisory committee working for the employer; the employer providing materials or funding to support the student's graduate studies; etc.

NO YES (Please send an explanation of the potential conflict of interest to Dr. Katy Colbry at colbryka@msu.edu)

Graduate Advisor Name (print):	Phone:
Department:	E-mail:
Graduate Advisor Signature:	Date:

THIS SECTION MUST BE COMPLETED BY THE ASSISTANT DEAN FOR GRADUATE STUDENT SERVICES

Name: Dr. Katy Colbry	Title: Assistant Dean for Graduate Student Services	Department: College of Engineering
Signature:	Date:	