

# 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 & 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 in the U.S.
- 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 (RCL) and then apply for full-time CPT.
- Students who are approved for an RCL and are applying for part-time CPT will be considered on a case-by-case basis.
- CPT will not be granted to students who have finished their program requirements, defended or students who are 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.

## Engineering Graduate Experiential Education

Engineering graduate students most often "attach" CPT to research credits in their discipline (Masters: 899, PhD: 999) or to the "EGR 893: Engineering Graduate Experiential Education" course. EGR 893 supports students pursuing internships closely related to their research, and can count as a technical elective (technical electives are a required component of all graduate programs in engineering). The syllabus for EGR 893 can be requested by emailing Dr. Katy Colbry ([colbryka@msu.edu](mailto:colbryka@msu.edu)). Students who list EGR 893 on their CPT form will automatically be enrolled in the course after the CPT form is approved by Dr. Colbry. Students who do not have GA support for the semester may request a tuition scholarship for EGR 893 from Dr. Colbry.

## 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](mailto: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 for fall	Day following last day of final exams in fall	Day following final exams in Spring
Latest End Date Possible	Last day of final exams for fall	Last day of final exams for spring	<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

- 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 Form.
- Log into your MyOISS portal ([myoiss.msu.edu](http://myoiss.msu.edu)) and complete the Curricular Practical Training eForm. This eForm will require uploads of the following documentation:
  - A valid Passport (PDF copy of Passport Biographical Page)
  - I-94 card or electronic I-94 screen from CBP website: [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - CPT Authorization Form (Page 3 of this packet) completed and signed by the student and Academic Advisor/Graduate Advisor
  - Proof of course enrollment. A copy (schedule) from Student Information System is sufficient.
  - A new employment letter with current dates is required for each CPT, past letters are invalid. The letter must be on company letterhead and include all of the following:
    - 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
    - Description of work (duties performed) with the statement.
    - Signed by employer

**NOTE:** OISS takes 8-10 business days to review and process standard requests.

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**THIS SECTION MUST BE COMPLETED BY THE STUDENT**

Last Name:		First Name:		<input type="checkbox"/> Masters
MSU E-mail:	PID #:	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:	
<b>ATTESTATIONS:</b>				
<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>				
<b>CONFLICT OF INTEREST DISCLOSURE</b>				
<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>				
<b>NO YES - If YES, you must email an explanation of the potential conflict of interest to Dr. Katy Colbry <a href="mailto:colbryka@msu.edu">colbryka@msu.edu</a>. By signing below, you are indicating that you have sent this email, if required.</b>				
Student's Signature:			Date:	

**THIS SECTION MUST BE COMPLETED BY THE GRADUATE ADVISOR**

<b>Expected Thesis/Dissertation Defense Date</b> (or graduation date for non-thesis Master's student):		
<b>CPT must be an integral part of the student's curriculum.</b> Indicate below the course credit(s) that the student will enroll in during the semester of CPT authorization. <b>The course must count as part of the student's degree requirement for the major of study listed on the I-20.</b>		
<b>Course Name &amp; Number:</b>	<b>Number of Credits:</b>	<b>Semester:</b>
<b>Explain how this practical training is directly related to the chosen course in the student's major and field of study.</b> (If you need more space please attach a letter)		
<b>CONFLICT OF INTEREST DISCLOSURE</b>		
<i>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.</i>		
<b>NO YES - If YES, you must email an explanation of the potential conflict of interest to Dr. Katy Colbry <a href="mailto:colbryka@msu.edu">colbryka@msu.edu</a>. By signing below, you are indicating that you have sent this email, if required.</b>		
<b>Graduate Advisor Name</b> (print):		<b>Phone:</b>
<b>Department:</b>		<b>E-mail:</b>
<b>Graduate Advisor Signature:</b>		<b>Date:</b>