

Checklist for CPT for Medical Students

Re:

Family Name

Given (First) Name

Phone Number

SEVIS No#

Student ID No#

Oakland Email Address

The following action is requested: F-1 permission for practical training Part Time Full Time

Bring all documents requested below completely filled out and signed to your appointment. If your packet is not complete or documents are missing at the time of your appointment with an ISSO advisor you will have to reschedule your appointment. *The CPT process must be completed each semester. This page is just helpful for you to prepare for your CPT appointment.*

Required documents to process CPT:

1. CPT Academic Advisor Certification Form - signed by the Assistant / Associate Dean
2. Original offer letter from the employer indicating the location, time frame, and duties entailed in the Employment (see sample of the offer letter in the packet)
3. Proof of registration to engage in CPT for the semester indicated on the CPT paperwork enclosed (Academic Advisor Form)
4. Completed I-538 Form Section A (enclosed in CPT packet)
5. Current SEVIS I-20

Curricular Practical Training (CPT) Policy Effective February 1, 2006

Students engaged in full-time Curricular Practical Training (CPT) can be less than full-time enrolled, registered for at least 6 credits, provided it is in their final two semesters prior to program completion and the CPT is approved by their academic advisor. The underhours form signed by their academic advisor and submitted to the ISSO office is also required.

Student doing part time CPT MUST be registered as a full time student which is 12 credits.

Curricular Practical Training (CPT)

Students on F-1 immigration status are admitted to the United States for the sole purpose of earning an education. Being on such status, they are permitted limited employment benefits. On-Campus Employment (up to 20 hours per week during Fall and Winter Semesters and full-time during the summer and other school breaks) is available to all F-1 students who maintain valid status. Off-Campus employment can be engaged only if prior written authorization is obtained. Except for off-campus employment due to Economic Hardship, all other off-campus employment for F-1 students is called Practical Training. Off-campus employment may be called internship, work-study, coop, etc., but for purposes of immigration, students on F-1 status are authorized only as practical training.

Every student who has maintained F-1 immigration status to pursue a degree objective is eligible to apply for OPTIONAL PRACTICAL TRAINING. The petition for this is made to the U.S. Citizenship and Immigration Services (USCIS) with recommendation from the International Students and Scholars Office. Generally, students avail this benefit when they are close to completion of the degree program. This allows the opportunity to work in the field of study and find an employer who may want to petition with USCIS to continue the employment beyond the practical training months.

There are a few curricula that require a student to engage in off-campus work in order to complete the degree and graduate. Examples of such curricula are Clinical Psychology, Pharmacy, Teacher Training, Social Work, etc. For such students, there is the availability of Curricular Practical Training. The practical training must be an integral part of the curriculum of the student. This is not applicable when a student wishes to get work experience, wants to work during summer months, needs to make money, or has found an employer who desires to hire him or her. There are specific documents that need to be completed for getting approval for CPT. Upon employment authorization for CPT, the International Students and Scholars Office must inform the USCIS about the student working off-campus. This is recorded in the employment history of the individual at USCIS. Such authorization is also indicated on the student's SEVIS I-20.

If a student misrepresents the condition such as drops the courses directly after receiving authorization for a CPT, it may be interpreted as committing immigration fraud. Therefore, USCIS could deny the student other benefits in the future. The student may suffer serious consequences with USCIS and visa issuance on other petitions. There is greater scrutiny by USCIS in recent years and therefore students must make sure that all the information given is correct to avoid any immigration problems. Work related (H-1B) and permanent residence (Green Card) petitions trigger careful review by USCIS of the individual's employment history. The endorsement for CPT from the International Students and Scholars Office, certification from the professor and other documentation may not be arguable against future unfavorable adjudication by USCIS.



International Students & Scholars Office
157 North Foundation Hall // Rochester, MI 48309-4401
Phone: 248.370.3358 // Fax: 248.370.3351
Web: <http://www.oakland.edu/iss>

Curricular Practical Training **Academic Advisor Form**

Note to Advisor: Please read the attached materials about Curricular Practical Training before completing this form.

Name of Student:

Student ID Number:

Academic Standing: M1 M2 M3 M4

Expected Date of Completion of Degree:

Name of the Internship/Externship Sponsoring Institution:

Address of Sponsoring Institution:

Dates of Internship/Externship: Street City State Zip Code
to

Signature of the student: _____ ; Date:

I certify that this student meets course registration requirements for an approved Internship/Externship experience (attach copy of course registration).

Registrar:

Signature of Registrar: _____

I certify that the above Internship/Externship is an important part of the student's educational experience.

Assistant/Associate Dean of Medical Education:

Signature of Assistant/Associate Dean: _____ Date:



Section A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)	2. Date of birth:
3. Level of education being sought (UG, Grad, PhD):	4. Student's major field of study:

5. Describe what is the reason for your practical training with this employer:

Beginning date

Ending date:

Number of hours per week:

6. List all periods of previously authorized employment for practical training:

A. Previous CPT: Company Name, City and State of Employment	B. CPT dates: in chronological order (oldest to most recent)

Signature of student: _____ Date: _____

Section B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

7. I hereby certify that:

The student named above:

Is taking a full course of study at this school, and the expected date of completion is:

Is taking less than a full course of study at this school because:

Check one:

A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.

B. The employment is for Optional Practical Training (OPT). The student is in good academic standing.

8. Name and title of DSO:	Signature:	Date:
9. Name of school: Oakland University	School file number: DET214F000763000	Telephone Number: (248) 370-3358



EMPLOYMENT OFFER LETTER - SAMPLE
in support of Curricular Practical Training (CPT)

[Letter must be produced on company letterhead stationary]

[date]

[name of student]
[address]

Dear [name of student]:

[name of company] is pleased to offer you temporary employment in support for your curricular practical training application. You are scheduled to work [number of hours] per week, beginning [start date] and ending [end date]. This period of employment corresponds to the dates of your semester classes. For this employment you will be paid a rate of [amount/time].

During the term of your employment, your major duties and responsibilities will include [brief description of tasks to be performed].

In addition, it is our understanding that you will be authorized to accept this employment under United States Citizenship and Immigration Services (USCIS) regulations governing Nonimmigrant Students (F-1) and Curricular Practical Training (CPT) status. I certify that this position is not meant to be long-term employment for you, but rather a temporary position to be performed during the regular class dates of your semester.

Sincerely,

[signature of responsible individual in company]
[name and title of responsible individual in company]

CPT EMPLOYMENT OFFER LETTER

Please be sure the following information is included in your employment offer letter. This information is meant to be additional documentation to protect your visa status by validating the fact that you are working legally. An original should be submitted at your scheduled meeting with the International Student and Scholarship Office as part of your CPT application packet.

*Your name

*Name of company

*Hours of work per week

* Detailed description of your duties

* Starting and ending dates (per semester)