# **CURRICULAR PRACTICAL TRAINING (CPT)**

# GRADUATE STUDENT CPT APPLICATION PACKET

Graduate Study and Lifelong Learning 520 O'Dowd Hall www.oakland.edu/gradstudy

Name of Student					
To Be Completed by Graduate Study					
//	CPT application received in 520 ODH				
//	Student has appointment with ISSO for authorization (if known)				
//	Student notified CPT application is incomplete				
//	Corrected CPT application received in 520 ODH				
/	CPT application completed				
/	Student notified CPT application ready for pickup				

#### **CPT ELIGIBILITY - GRADUATE STUDENTS**

520 O'DOWD HALL 248-370-2700

F-1 students who wish to participate in an off-campus training program that is "an integral part of an established curriculum" must first obtain work authorization for CPT. The training must be directly related to the student's major field of study, is defined as "alternate 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" (federal regulation 8CFR214,2(f)(10)).

#### **CPT ELIGIBILITY - GRADUATE STUDENTS**

- CPT can only be used during a student's program of study. Graduate students, who have completed their
  program requirements, and are using CPT to delay graduation are <u>NOT</u> eligible (students should consult
  ISSO to discuss options).
- The F-1 student must be in status at the time of application and have been in lawful F-1 status for one full academic year (nine months) preceding the CPT application.
- Graduate students must be in good academic standing with an overall GPA of 3.0 or above.
- <u>Each</u> semester that a graduate student is engaged in CPT, s/he must submit a completed Graduate Student CPT Application Packet for approval.
- <u>Each</u> semester that a graduate student is engaged in CPT, s/he must maintain enrollment in a course that
  is approved by your academic adviser as appropriate to CPT for that semester. The CPT course must be
  credit bearing.
- Graduate students who are seeking authorization for CPT must maintain enrollment in a minimum of 8-credit hours for each semester they engage in CPT.
- Graduate students holding a Graduate Assistantship position are NOT eligible for CPT.

#### **CPT CHECKLIST - GRADUATE STUDENTS**

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#### CPT CHECKLIST AND APPLICATION PROCEDURE - GRADUATE STUDENTS

Graduate students must meet and submit the documents listed below to the International Student and Scholarship Office (ISSO) no later than 7 business days **before you plan to engage in CPT.** 

# **STEP ONE**

Submit your completed Graduate Student CPT Application Packet to your 1) faculty adviser for approval and signature; and 2) Graduate Study and Lifelong Learning -520 O'Dowd Hall to confirm academic program standing. The following documents are required for **STEP ONE**.

- An Employment Offer Letter from the company in which you intend to participate in CPT (sample included in packet)
- A current Plan of Study, to be signed by your faculty adviser, that shows the course in which you will obtain credit in CPT.
- The Graduate Student CPT Application Request form signed by your academic adviser (included in packet)
- Evidence of **Enrollment in the course** for the semester in which you will obtain CPT credit.
- Complete Section A of the I-538 form (included in packet).

When the CPT application has been certified by Graduate Study, notification will be sent to your OU e-mail that your CPT packet is ready for pick up

# **STEP TWO**

The following documents are required for STEP TWO

- CPT Application Packet approved by academic adviser and certified by Graduate Study
- Current SEVIS I-20

If your packet is not completed or documents are missing at the time of your appointment with Dave or Petra your appointment will be rescheduled.

As a reminder, the CPT application process must be completed each semester you are engaged in CPT.

## **Social Security Numbers (SSN)**

- All individuals who will be employed in the United States must have a SSN.
- Graduate students who do not have a SSN must apply for one at the Social Security Administration prior to starting employment.

# **GRADUATE STUDENT CPT APPLICATION REQUEST Form**

520 O'DOWD HALL 248-370-2700

SECTION 1 - TO BE COMPLETED BY GRADUATE STUDENT									
Student Name									
Last First				MI					
Student # Sevis # OU Email *		Daytime Phone Number							
G00 NØ *notification will be sent to your OU e-mail once the									
(located on I-20) application has been certified by Graduate Study  Name of Graduate Program	Cr	edits Earned							
		☐ Mast							
Admitted to Program Expected Graduation	Expected Graduation			Sologt holow (if applicable to plan of study)					
☐ Fall ☐ Winter ☐ Summer Year ☐ Fall ☐ Winter ☐ Summer Yea	☐ Fall ☐ Winter ☐ Summer Year			Select below (if applicable to plan of study)  Thesis Dissertation					
Requested Semester to Engage in CPT Will you be employed ON-CAMPUS	S during th								
☐ FA 20 ☐ WI 20 ☐ SU 20 ☐ No ☐ Yes (if yes, please co	•		•						
Graduate Assistantship (attach copy of GA Agreement)  Other Campus									
☐ yes ☐ FT (20hrs)** ☐ PT (10hrs) ☐ yes	☐ yes # hours employed per week								
**STUDENTS HOLDING FT GRADUATE ASSISTANTSHIP (20HRS) MAY NOT ENGAGE IN FT CURRICULAR PRACTICAL TRAINING									
Name of CPT Company	Γime CP1	-							
		☐ Conti	nuing CP	т ,	# HRS PER WK				
Street Address		CPT Sta	art Date		PT End Date				
CityState Zipcode	State Zipcode			1 1					
Telephone # Fax #		ODT -1-1-							
Name of CPT Supervisor					ust fall within the engaged in CPT				
Please provide a brief description of the CPT position									
CURRICULAR PRACTICAL TRAINING HISTORY									
Course # Name of Previous CPT Employer Start D	Date En	d Date	FT	PT	Semester				
I certify that the information provided above is correct.									
I am aware that when I have satisfied all requirements for my degree I am no longer eligible to pursue curricular practical training.									
I ■ I am aware that when I have satisfied all requirements for my degree I am no longer	<ul> <li>I understand that it is my responsibility to register for the required internship or elective course to satisfy the USCIS CPT regulation.</li> <li>I understand that I cannot begin employment until I've been granted work permission for CPT by ISSO</li> </ul>								
I understand that it is my responsibility to register for the required internship or election	ctive cours			SCIS C	P1 regulation.				

#### SECTION 2 - TO BE COMPLETED BY GRADUATE FACULTY ADVISER Please review the Graduate Student Request Application for curricular practical training completed by the student. ■ The F-1 student must be in good academic standing and be in legal status with the U.S. Citizenship and Immigration Services (USCIS) to be eligible to apply for Curricular Practical Training (CPT). Curricular practical training is work authorization for employment that can be identified an integral or important part of the student's curriculum and can be related to his/her major field of study. A student, who has satisfied all requirements for his /her degree program, is NOT eligible to pursue curricular practical training. Name of Faculty Adviser Department Campus Phone CPT Course # Course Title Name of Instructor #credits Curricular practical training can be authorized under one of the following conditions: The above course qualifies for Curricular Practical Training (CPT) based on (select one qualifier and place 'X' in first column Course is a program requirement of all students (internship, field service, or practicum) as outlined in the Graduate Catalog Course is an elective option for program, as outlined in the Graduate Catalog Employment will yield data or crucial experience that is necessary to complete graduate Thesis or Dissertation By signing below, I certify that: I have reviewed the description and responsibilities of the CPT employment position and believe it to be relevant to the student's major field of study and to be practical training complementary to the student's major coursework. The above course qualifies for CPT. The student is making satisfactory progress towards completion of degree GRADUATE FACULTY ADVISER SIGNATURE Date SECTION 3 - TO BE COMPLETED BY GRADUATE STUDY Students must have received an I-20 with the appropriate CPT authorization before beginning work. Unauthorized employment is a serious violation of F-1 status and will be reported to U.S. Citizenship and Immigration Services (USCIS). Students with a Part-Time Graduate Assistant award (10-hrs) are required to maintain enrollment in a minimum of 8 credits. \*\*Students holding a Full-Time Graduate Assistant award (20-hrs) may NOT engage in Full-Time Curricular Practical Training (CPT) CPT Letter of Offer Information CPT start and end dates are within **CPT Course** Enrollment Credits Total Crs ☐ FA □ WI □ su # hrs per week \_\_\_ Graduate Assistantship Other On-Campus Employment ☐ FT (20hrs)\*\* #Hours \_ ☐ No Pending ☐ Yes ☐ No ☐ Pending ☐ Yes ☐ PT (10hrs) #Dept Last Graded Semester Overall GPA Crs Attempted Crs Earned Crs Ungraded □ WI ΠFA □ su **Academic Conditions** ☐ No ☐ Yes ☐ Conditions Met ☐ Conditions Not Met Condition/Deadline: Academic Standing of Student **Graduation Candidate** ☐ Good Standing ☐ Probation ☐ Requirements Met ☐ No ☐ Yes ☐ FA □ WI □ SU I certify the academic information reported in section 3 is based on the most current student data available as of the date signed below

Executive Director Graduate Study (or designee)

### **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)

# **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. Student I-94 number:		4: Date first granted F-1 status (visa date or change of status date):			
5. Level of education being sought (UG, Grad, P	hD): 6: Stud	6: Student's major field of study:			
7. Describe what is the reason for your practical tr	raining with this employer:				
Beginning date:	Ending date:	Number of hours per week:			
8. List all periods of previously authorized employ	ment for practical training:				
A. Previous CPT: Company Name, City ar	nd State of Employment	B. CPT dates: in chronological order (oldest to most recent)			
Signature of students		Data			
Signature of student:		Date:			
Section B. This section must be completed was last authorized to attend	•	school official (DSO) of the school the student is attending or			
9. I hereby certify that: The student named above:					
☐ Is taking a full course of study at the	is school, and the exp	ected date of completion is:			
☐ Is taking less than a full course of s <b>Check one:</b>	tudy at this school be	ause:			
program for at least nine (9) mor	nths, is in good acader	's field of study. The student has been in the educational nic standing, and is eligible for the requested practical training The training that the student will participate in is an integral pa			
☐ B. The employment is for Optional	Practical Training (OP	). The student is in good academic standing.			
10. Name and title of DSO:	Signatu	re: Date:			
11. Name of school: Oakland University		Telephone Number: (248) 370-3358			