

# **Curricular Practical Training (CPT)**

## What is Curricular Practical Training (CPT)?

An F-1 student may be authorized by the university to participate in a CPT program that is an **integral part of his or** her established curriculum. CPT is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum at an off-campus worksite. CPT can be paid or unpaid.

### Who is eligible?

- > F-1 students who are legally maintaining their status; and
- > Who have been enrolled full-time for at least 8 months (one academic year) at Eastern Michigan University. Exception: Graduate students who have internship requirements within their first academic year.
- > Students **must be registered full-time** during the academic year (fall and winter terms) and be registered for at least one course in summer to participate in CPT. Students in their final term in summer with less than full course load must have an approved Reduce Hours form.
- > Students must be in good academic standing to participate in CPT (Graduates: 3.0 GPA, Undergraduates: 2.0 GPA).
- > Students with **full-time on campus employment (20 hours)** are only eligible for part-time CPT. Students with part-time on campus employment are eligible for either part (20 hours or less) or full-time (21 hours or more) CPT.
- > Students are required to attend a CPT seminar (online/in-person) before applying for CPT. Check with OISS for current estimated processing time after submitting your <u>completed</u> CPT forms to the OISS front desk. You are required to have CPT authorization on your I-20 prior to beginning the employment. The OISS cannot authorize CPT with a start date in the past; please plan accordingly and submit your paperwork in a timely manner! If you begin working prior to obtaining CPT authorization on your I-20, your SEVIS record may be terminated for unauthorized employment.

# **Important CPT Information**

- ➤ You MUST have a written, signed **employment offer letter on letterhead** to apply for CPT. Please refer to the sample offer letter in the packet.
- ➤ **Paid AND unpaid** off-campus jobs require CPT authorization. Please see an OISS advisor if you have questions whether your unpaid **volunteer** work requires CPT approval.
- > You can apply for either **part-time CPT** (20 hours or less) or **full-time CPT** (21 hours or more). If you accumulate 12 or more months of FULL-TIME CPT, you are no longer eligible for Optional Practical Training (OPT). Part-time CPT does **NOT** reduce the amount of time allowed on OPT.
- > You are only authorized to work at your specific employer during the dates and amount of hours (part-time or full-time) listed on your I-20. <u>If you work before or after the authorized dates or hours, it is unlawful and you risk losing your F-1 status and having your SEVIS record terminated.</u>
- > CPT authorization is only given **one semester at a time** and in accordance with the semester dates.
- If you have a *new CPT employment opportunity, you must reapply for CPT* by submitting a new CPT form and offer letter, and CPT evaluation form. Should you want *to extend your CPT end date to the end of the current semester*, you need to submit a new CPT offer letter and a new request form (Student section only). Remember to submit a new request in time to allow OISS to process before your current employment end date to avoid a break in your employment.
- > **CPT out-of-state** in the student's last term of study is not allowed. However, if it is a required practicum for their degree as listed in their program of study, the student can file an appeal with OISS for approval.
- The **CPT evaluation** (**signed by you and your employer**) **must** be completed at the end of your employment and must be submitted prior to submitting a new CPT request.
- > CPT cannot be authorized for a course taken in a previous term, future term, and incomplete course. NO exception. Students must be enrolled in a course directly related to the work experience/internship/co-op/ preceptorship/ practicum concurrently.

# How do you apply for CPT?

- > Attend CPT seminar. Information is at <a href="http://www.emich.edu/oiss/students/seminars.php">http://www.emich.edu/oiss/students/seminars.php</a>.
- Find appropriate employment opportunities for your degree and program of study. Utilize university resources such as the University Academic Advising and Career Development Center (UACDC). Discuss options with your academic advisor or professor to ensure that the employment directly relates to your course curriculum.
- > Register for class that is directly related to your work experience and a required class on your Program of Study.
- **➤ Gather the documents** in the Application Checklist.

	Summer 2021	Fall 2021	Winter 2022
Earliest Start Date	May 5, 2021	August 30, 2021	January 10, 2022
Latest End Date	August 29, 2021	January 9, 2022	TBD
Latest End Date (if graduating in the term)	August 11, 2021	December 17, 2021	April 29, 2022

# **Types of CPT**

- **A. Required for your degree program.** Required means that all students in your degree program are required to complete an internship or practicum in order to receive the degree.
- **B.** Cooperative Education (co-op). The work is considered as EMU co-op credit under the Academic Advising and Career Development Center (UACDC, 200 McKenny Hall). This option is for Bachelor's students only.
- **C. Integral part of an established curriculum.** If the internship is not required for the degree, it must be taken for academic credit and connected to a relevant class that has similar educational objectives. To be approved, the professor needs to confirm the work serves as an "integral part of the student's curriculum" and describe how the work is directly relevant to the academic objectives of the class. <u>The course must be related to a student's major program of study (not minors for undergraduate students).</u>

# **Application Checklist**

Please submit your documents in this order, without staples.

#### **ALL Types of CPT**

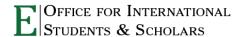
- > Completed Curricular Practical Training Authorization Request Form.
- > Write a **one-page Statement of Purpose**, including the following:
  - o What are your day-to-day responsibilities?
  - o What do you intend to learn in this job that will help you better understand your field of study?
  - o How does your work relate to the course's (class listed on the CPT Authorization Request Form) curriculum?
  - **Employment Offer Letter** on letterhead Fillable PDF is available on OISS forms website.
- > Previous **CPT Employer Evaluation,** if applicable.

#### Type A:

➤ Include a copy of your program in the university course catalog (Undergraduate) or Program of Study (Graduate) confirming your program has this requirement.

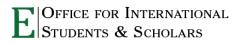
#### Type C:

- Include your <u>Program of Study</u> (for graduate students) or a copy of your program in the university catalog (for undergraduate students) confirming this course satisfied a degree requirement.
- > If the course is directly related to a Non-Face-to-Face course (practicum, thesis, research, independent study-not including online courses), you also need to submit a written course description form from your department detailing the course objectives, goals, and grading.



# **Curricular Practical Training (CPT) Authorization Request**

ection to be completed by stud	ent:			_
Last	First		E ID:	
Name:	Name: Phone:	Have you	l i been approved for CP	T before? Yes or No
Email:	Thomas .		lid you submit evaluati	
Company Name:				
Company Address:		City:	State:	Zip Code:
Vorksite Address:		City:	State:	Zip Code:
bb Title:			Number of Hours P	er Week:
tart Date: nm/dd/yyyy)	End Date: (mm/dd/yyyy)	Major:	L	
I am enrolled in the course listed below. I und update the OISS should my job duties or emp and my SEVIS record will be terminated. I ha	loyment information change. I und	erstand I will lose my F-		
Student Signature:			Dat	e:
ection to be completed by acad	lemic advisor: (Please	answer all the at	uestions)	
B. Cooperative education auth C. NOT REQUIRED FOR gra	•	•		
Academic Advisor Name	Acad	demic Advisor Signa	ture	Date
ection to be completed by <u>UAC</u>	CDC Co-op Advisor if I	B was chosen abo	ove:	
Has the student been approved for o	co-op credit? Yes N	o If yes,	how many credits	?
Start Date of Co-Op:				
Describe how the Co-Op meets the	student's academic objectiv	es? Please be specij	īc.	
Co-Op Advisor Name	Co-	Op Advisor Signatu	re	Date
tion to be completed by Class	Professor if C was ch	osen ahove:		
Course Number:	Course Name:			
Semester Enrolled (circle one): I		20		
I have read the student's offer lett	er and Statement of Purpose	e. I agree the work so	erves as an "integr	al part of the student's
curriculum"? <b>Yes</b> or <b>No</b> Please describe <i>how</i> the work is d	irectly relevant to the acade	mic objectives of vo	ur class *** <b>Ploa</b> s	e he specific***
Please describe <i>how</i> the work is d	rectly relevant to the deduc	ine objectives of yo	di Ciass.	e de specific
Professor Advisor Name	Pro	ofessor Advisor Sign	ature	Date
tion completed by OISS: GPA:	CPT evaluation received:	_ Enrolled for class:	Attended semin	ar: CPT approved:



# Eastern Michigan University Curricular Practical Training (CPT) Employer Evaluation

Student's First Name Employer Name		Studen	Student's Last Name to Work Period (mm/dd/y		Si	Student EID  to	
	<b>YER</b> : Please have the stude any comments as needed						
	llowing his approved work						
lents and Scho	olars (OISS) upon complet	tion of the course	e and wor	k period	. Thank you for	your cooperati	ion.
	DI EACE C	RCLE ONE	r bute	D EOD	БАСЦ САТ	ECODV.	
	RELATIONS WITH			KION		TTITUDE	
	Works extremely wel		LINO	Λ		ve & enthusia	ectio
A. B.	Works well with othe			A. B.	• •		
C.	Has some difficulty working with others		<ul><li>B. Fairly positive &amp; enthusiastic</li><li>C. Somewhat negative &amp; unenthu</li></ul>				
D.	Works very poorly w	-		D.		ve & unenthu	
	JUDGEM					ENDABILI	
A.	Always uses good jud			A.	Always dep		
В.	Usually uses good jud	•		В.	Usually dep		
C.	Sometimes uses poor judgment		C. Seldom dependable				
D.	Consistently uses poo	r judgment		D.	Never deper	ndable	
	ABILITY TO LEARN			QUALITY OF WORK			
A.	Very quick learner			A.	Always high	n quality	
B.	Fairly quick learner			В.	Usually high	n quality	
C.	A fairly slow learner			C.	Usually poo		
D.	A slow learner		_	D.	Always poo	r quality	
		Superior	Excel	lent	Good	Fair	Poor
O	verall Performance:						
	Attendance:						
	Punctuality:						
	Punctuanty:						
nments:							
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it suggestion.	s do you have for the sta	dent to assist in	then pro	01033101	iai de velopinei	п	
as moto that t	he student will need to s	ubmit a new CI	PT reque	st OISS	for additional	work authori	zation.
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ise note that t							

# The Home for International Advising, Activities, and Assistance

<u>TO BE COMPLETED BY STUDENT</u> prior to submitting to the Office for International Students and Scholars (OISS).

I (circle one) agree/disagree with my supervisor's evaluat	ation.	
If you do not agree with your supervisor's evaluation, please	se comment for your reasons:	
What are three things you learned from this experience?		
1		
2		
3		
Student Signature	Date	