

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 & CCR above 67%).
- 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 **completed** 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. ***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.***
- 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 course related to the work experience/internship/co-op/preceptorship/ practicum concurrently.

How do you apply for CPT?

- **Attend CPT seminar.** Information is at <http://www.emich.edu/oiss/students/seminars.php>.
- **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 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 2017	Fall 2017	Winter 2018	Summer 2018	Fall 2018	Winter 2019
Earliest Start Date	May 3, 2017	September 6, 2017	January 3, 2018	May 2, 2018	September 5, 2018	January 7, 2019
Latest End Date	September 5, 2017	January 2, 2018	May 1, 2018	September 4, 2018	January 6, 2019	May 5, 2019
Latest End Date if Graduating in the Term	August 15, 2017	December 19, 2017	April 24, 2018	August 15, 2018	December 18, 2018	April 26, 2019

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. **The course must be related to a student’s major program of study (not minors for undergraduate students).**

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:
 - What are your day-to-day responsibilities?
 - What do you intend to learn in this job that will help you better understand your field of study?
 - 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 **Program of Study** or a **copy of your program in the university catalog** 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

Section to be completed by student:

Last Name:		First Name:	E ID:
EMU Email:		Phone:	Have you been approved for CPT before? Yes or No If YES, did you submit evaluation? Yes or No
Company Name:			
Company Address:		City:	State: Zip Code:
Worksite Address:		City:	State: Zip Code:
Job Title:			Number of Hours Per Week:
Start Date: (mm/dd/yyyy)	End Date: (mm/dd/yyyy)	Major:	
<p>I am enrolled in the course listed below. I understand I am only permitted to work at the employer above during the approved CPT dates on my I-20. I will update the OISS should my job duties or employment information change. I understand I will lose my F-1 visa status if I fail to abide by the CPT regulations and my SEVIS record will be terminated. I have read and understand the entire CPT packet.</p>			
Student Signature:			Date:

Section to be completed by academic advisor: (Please answer all the questions)

<p>1. Has the student already completed all program requirements for degree completion? Yes or No</p> <p>2. Expected completion date of degree requirements (circle one): Fall Winter Summer 20_____</p> <p>3. This work experience/internship/co-op/preceptorship/practicum is (circle ONE response):</p> <p style="margin-left: 20px;">A. REQUIRED internship/co-op/preceptorship/practicum for all students in this major for graduation. Course Name and Number: _____ Semester Enrolled: Fall Winter Summer 20_____</p> <p style="margin-left: 20px;">B. Cooperative education authorized by the UACDC and is directly relevant to the student's program of study.</p> <p style="margin-left: 20px;">C. NOT REQUIRED FOR graduation but directly relevant to the student's program of study.</p>		
_____	_____	_____
Academic Advisor Name	Academic Advisor Signature	Date

Section to be completed by UACDC Co-op Advisor if B was chosen above:

<p>1. Has the student been approved for co-op credit? Yes No If yes, how many credits? _____</p> <p>2. Start Date of Co-Op: _____ End Date of Co-op: _____</p> <p>3. Describe how the Co-Op meets the student's academic objectives? Please be specific.</p>		
_____	_____	_____
Co-Op Advisor Name	Co-Op Advisor Signature	Date

Section to be completed by Class Professor if C was chosen above:

<p>1. Course Number: _____ Course Name: _____ Semester Enrolled (circle one): Fall Winter Summer 20_____</p> <p>2. I have read the student's offer letter and Statement of Purpose. I agree the work serves as an "integral part of the student's curriculum"? Yes or No</p> <p>3. Please describe how the work is directly relevant to the academic objectives of your class. ***Please be specific***</p>		
_____	_____	_____
Professor Advisor Name	Professor Advisor Signature	Date

Section completed by OISS: GPA: _____ CPT evaluation received: _____ Enrolled for class: _____ Attended seminar: _____ CPT approved: _____

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

Student's First Name

Student's Last Name

E_____
Student EID

Employer Name

_____ to _____
Work Period (mm/dd/yyyy)

TO THE EMPLOYER: Please have the student's immediate supervisor evaluate the student based on the following standards. Feel free to include any comments as needed (attach additional sheets if necessary). The supervisor should review this evaluation with the student following his approved work period. The student should return the completed form to the **Office for International Students and Scholars (OISS)** upon completion of the course and work period. Thank you for your cooperation.

PLEASE CIRCLE ONE LETTER FOR EACH CATEGORY:					
RELATIONS WITH CO-WORKERS			ATTITUDE		
A. Works extremely well with others			A. Very positive & enthusiastic		
B. Works well with others			B. Fairly positive & enthusiastic		
C. Has some difficulty working with others			C. Somewhat negative & unenthusiastic		
D. Works very poorly with others			D. Very negative & unenthusiastic		
JUDGEMENT			DEPENDABILITY		
A. Always uses good judgment			A. Always dependable		
B. Usually uses good judgment			B. Usually dependable		
C. Sometimes uses poor judgment			C. Seldom dependable		
D. Consistently uses poor judgment			D. Never dependable		
ABILITY TO LEARN			QUALITY OF WORK		
A. Very quick learner			A. Always high quality		
B. Fairly quick learner			B. Usually high quality		
C. A fairly slow learner			C. Usually poor quality		
D. A slow learner			D. Always poor quality		
	Superior	Excellent	Good	Fair	Poor
Overall Performance:					
Attendance:					
Punctuality:					

Comments: _____

What suggestions do you have for the student to assist in their professional development? _____

Please note that the student will need to submit a new CPT request OISS for additional work authorization.

Supervisor Name

Supervisor Signature

Date

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

I (circle one) **agree/disagree** with my supervisor's evaluation.

If you do not agree with your supervisor's evaluation, please comment for your reasons:

What are three things you learned from this experience?

1. _____
2. _____
3. _____

Student Signature

Date