

Curricular Practical Training

Curricular Practical Training (CPT) is training or internship that is an integral part of an established curriculum, including internships, clerkships, clinical rotations and cooperative education with third parties. CPT is intended to provide training and work experience in situations where the experience serves as an integral part of a student's academic program, prior to completion of that program. CPT approval is only needed for those experiences located off-campus.

CPT is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year. CPT only applies to F-1 students; J-1 students who also want to participate in training need to contact the International Student Advisor for more information.

Graduate students may apply before this one-year mark if practical training needs to begin immediately for their program. To be considered for CPT, the training must not only be directly related to the major field of study but **MUST** also be an integral part of studies. Students must enroll in a course (internship, clerkship, etc.) that reflects the training. For example, pharmacy students must be enrolled in a clerkship course, business students must enroll in an internship for credit, etc.

QUICK CHECK-LIST OF STEPS TO FOLLOW:

- Discuss your program requirements with your academic advisor
- Attend the CPT workshop to determine if your internship fits into CPT approved category (workshop dates and times to be announced)
- Find a practical training or internship opportunity, some students will be placed by their academic college in practical training positions (ex: College of Pharmacy & Michigan College of Optometry). You may also ask your academic advisor or professors in your major for advice on obtaining internships.
- Register for an internship, training or clerkship course
- Obtain Placement Letter or Acceptance Letter
 - If placed by academic college in position (College of Pharmacy, College of Education, Michigan College of Optometry, etc.) submit signed letter from academic college with placement dates and address(es) for each experience or rotation, or a copy of your E-values.
 - If NOT placed in an internship by your academic college, you must obtain a letter from the employer or business where the training will take place. The letter must be on official letterhead and must include all of the following information: title of position, description of training, the location of the training (full mailing address), name of the supervisor, contact information of the supervisor, exact start and end date, number of hours you will train per week and any salary agreements. A template for this letter is attached for your convenience and can be used if desired.

- Submit the following to the International Student Advisor (ISA)
 - Acceptance letter from the entity where you'll be doing your training.
 - CPT Academic Advisor Form
 - CPT Student Form
 - Unofficial transcript (available at MyFSU) / Class schedules for the previous two semesters (for graduate students)
 - I-94 travel history (available at <https://i94.cbp.dhs.gov>)
- Complete Reduced-Course-Load-Request form if taking below 9 credits (graduate) and below 12 credits (undergraduate) during the last semester of attendance before graduation
- Obtain the International Student Advisor's approval for CPT (notation will be made on page 2 of your new I-20) to begin practical training

Students must suspend practical training after their authorized end date granted by the International Student Advisor. Any work or practical training past this date will be considered working illegally and will cause students to lose their immigration status. Students who receive one year or more of full-time CPT (over 20 hours per week) are NOT eligible to apply for Optional Practical Training (OPT) which is typically used immediately after graduation.

Curricular Practical Training Student Form

Students who are applying for CPT must complete this form in full. Once approved by the International Student Advisor, students can only train with the listed employer until the CPT end date on the I-20. If a student desires to change employer or practical training location, they must notify the International Student Advisor and receive new authorization for this employer.

Name: _____ FSU ID#: _____

Current Mailing Address: _____

E-mail Address: _____

Home/Cell Phone Numbers: _____

Major: _____ Level: Associate undergraduate Master's Doctorate

Do you have an On-campus Job? No Yes, I work for: _____

I am requesting Curricular Practical Training (check one):

- Part Time (Maximum 20 hours per week and will carry a full class load)
- Full-time (over 20 hours per week)

My CPT will start on _____ and end on _____
Start date End Date

This practical training experience is an integral part of my academic program of study and I will receive course credit for _____
Course Name & Number Semester

List all periods of previously authorized employment for either OPT or CPT:

OPTIONAL PRACTICAL TRAINING	CURRICULAR PRACTICAL TRAINING
<i>Example: full-time 09/01/2004 -- 12/31/2004</i>	<i>Example: part-time 01/01/2003 -- 06/30/2003</i>

Student Signature: _____ Date: _____

EMPLOYER INFORMATION:

Name of Employer: _____ Employer Address: _____

Position/Title: _____ Salary (if any): _____

NOTE: Students who receive one year or more of full-time CPT (over 20 hours per week) are ineligible for the Optional Practical Training (OPT) which is typically used after graduation.

Please return this form to the Office of International Education, 1301 S. State, IRC 134, Big Rapids, Michigan, 49307 Phone: 231-591-2813
 Email: international@ferris.edu

Curricular Practical Training Academic Advisor Form

Curricular Practical Training (CPT) is training or employment that is an integral part of an established curriculum prior to the student's graduation. To be considered for CPT, the training must not only be directly related to the student's major field of study, but **MUST** also be an integral part of studies. The experience must end on or before the official semester end date since this training must be tied to an internship, clinical rotation or clerkship credit.

Student's Name: _____

DEPARTMENT

This practical training is

- Required of ALL students in this department
- Credit that will be directly applied to the student's credit for graduation
- Credit that will NOT be directly applied to the student's credit for graduation

Will the student complete this practical training experience before the official end of the semester?

- Yes
- No (If not, please explain why the student should be allowed to continue the training after the semester ends?)

What are the goals and objectives of this particular internship?

How does the internship relate to the student's field of study?

Academic Advisor Name (please print)

Signature

E-mail address

Date

Please return this form to the Office of International Education, 1301 S. State, IRC 134
Big Rapids, Michigan, 49307 Phone: 231-591-2813. Email: international@ferris.edu

Letter Template for Curricular Practical Training Offer

Practical training offer letters must be signed on a company letterhead.

Date
Student's Name
Address

Dear Student:

Name of organization is pleased to offer you an educational internship/clerkship opportunity at our job location facility. Your schedule will be number of hours per week, beginning on date and ending on date (as per the date of your semester classes). For this position, you will be paid an hourly rate of amount (if student will not be paid, note this also).

For this position, your major duties will include brief description of training responsibilities, and how it is directly related to the completion of thesis, project or field of study. Your supervisor will be name, supervisor's position, and his/her phone number.

In addition, it is our understanding that you will be authorized to accept this employment or practical training experience under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrants. I certify that this position is not meant to be long-term employment for you but an internship/clerkship opportunity to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue long term employment for you, there are viable options to easily achieve this such as Optional Practical Training and H-1B visas.

Sincerely,

[Signature]
Company Official