



University of Dayton

Curricular Practical Training International Student and Scholar Services

Center for International Programs
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Ph: (937) 229-2748

CPT (Curricular Practical Training) is a benefit of F-1 student status that allows you to gain professional experience in your field of study before you graduate, through an internship, co-op, or other employment.

Specifically, Curricular Practical Training is:

- only for employment that is **directly related to your major** field of study.
- dependent on your **enrollment in a qualifying course**, as shown in Part 2 below.
- only available **after** you have completed at least one academic year as a full-time student.
- only available **before** you complete all required coursework (except for thesis/dissertation option, see part 2)
- authorized for a **specific employer**.
- authorized for **one semester at a time**, but can be repeated.
- **necessary even for unpaid internships**, if the volunteer position is related to your major.
- **authorized directly by ISSS** in consultation with the academic departments and (where necessary) the Office of Career Services, and the Cooperative Education office in the School of Engineering.

In this handout, you will find:

- Part 1. How to Apply for CPT
- Part 2. Options for Qualifying for CPT
- Part 3. Additional CPT Rules & Regulations
- Part 4. Social Security Numbers
- Part 5. Sample Job Offer Letter
- Part 6. CPT Request Form

Part 1. HOW TO APPLY FOR CPT

Follow the steps below:

- 1) During the semester before you plan to start your CPT employment, visit the ISSS office for advising on your plans. We can help you decide which course option (see Part 2) best fits your situation. We also recommend speaking with a Career Services advisor and your academic advisor at this time.
- 2) With input from your academic advisor and ISSS, decide which option in Part 2 you will follow.
- 3) After you receive an offer, request an offer letter that contains all required information (see Part 5).
- 4) Submit your offer letter and the CPT Request Form to your academic advisor for approval.
- 5) If necessary, submit your offer letter and signed CPT Request Form to Career Services or the Co-operative Education (School of Engineering) office to enroll in the course you need (see Part 2).
- 6) Finally, submit your offer letter and CPT Request Form with all necessary approvals to ISSS.

Please allow 3-5 days for your completed CPT request to be processed by ISSS.

If you are approved, the ISSS office will update your I-20 with the CPT authorization. Then, we will email you with instructions on how to collect your updated I-20.



Remember, you must have an updated I-20 with CPT authorization before you start to work. Starting work without this will result in the termination of your SEVIS record (i.e. I-20).



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Part 2. OPTIONS FOR QUALIFYING FOR CPT

At the University of Dayton, all students who wish to engage in Curricular Practical Training **must** enroll in a course which demonstrates the employment is directly part of their academic program.

Remember, in all cases, the employment must be directly related to your major field of study.

There are four ways that students at UD can meet this requirement. With input from your academic advisor, the Career Services office, and ISSS, decide which option below best fits your situation:

	Definition	Full or Part Time?	Location?	Registration?
Internship Course (EXP)	One semester Paid or unpaid	Part time always available. Full time (20+ hrs/week) only during summer	During academic year (fall/spring), the job must be near Dayton area.	During academic year (fall/spring), students must enroll in EXP course in addition to full course load. Internship is not available after you have completed all required courses.
Co-op Course (COP)	2+ semesters with same company Must be paid Must work at least 30 hrs/week	Full time	The job may be local or around USA.	COP satisfies the minimum course load requirement for F1 students. Students may not begin COP in their final semester.
Academic Credit	The work fulfills the requirements for a (required or optional) practicum or internship course in your major department.	Part time always available. Full time (20+ hrs/week) permitted during fall/spring only if required by your department to complete degree.	If during academic year (fall/spring) and it is a part-time position, the job must be near the Dayton area.	Be sure to enroll in additional courses as necessary to meet the minimum course load requirement for F1 students.
Thesis or Dissertation	Graduate students engaged only in thesis/dissertation research may participate in CPT only if the work is integral to the completion of the thesis or dissertation.	Part time or full time is permitted.	The job may be local or around USA with permission of your thesis director.	Students must enroll in an EXP or COP course <u>and</u> one of these: - research credit in your department OR - RES 999



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Part 3. ADDITIONAL CPT RULES & REGULATIONS

Please read these important immigration guidelines for all students involved in CPT:

- **Relationship to OPT.** After a student completes twelve or more months of full-time CPT, that student is no longer eligible to apply for Optional Practical Training (OPT). Part-time CPT has no effect on OPT eligibility.
- **Renewing CPT for another semester or different employer.** Students must apply for a new CPT authorization on their I-20 from the ISSS office any time they apply for a different job, increase/decrease their work hours, or extend employment for another semester.
- **Relationship to I-20 extension.** CPT is not available after completing all required coursework, except where materially necessary for thesis/dissertation students as shown above. Furthermore, engaging in CPT must not delay the completion of studies or graduation.
 - Co-op students should consult with ISSS about their work/study calendar before the start of the first co-op semester. If an extension of the I-20 will be needed, Co-op students should apply for any necessary extension at that time.

Part 4. SOCIAL SECURITY NUMBERS

To apply for a Social Security Number (SSN), go to the **Social Security Office** located at:
200 W 2nd Street, Dayton OH, Room 209, Phone: 1-888-329-5724

Take the following documents with you:

1. SS-5: *Application for a Social Security Card* (available at www.ssa.gov)
2. I-20 with CPT authorization on page 2
3. Passport
4. Visa
5. I-94 (available at i94.cbp.dhs.gov/i94)
6. Copy of your job offer letter

After you apply, you will be issued a *Social Security Applied For* letter which serves as a receipt of your application. The Social Security number (card) will arrive by mail 1-2 weeks later.

Part 5. SAMPLE JOB OFFER LETTER

Please share this sample letter template with your employer. Although they may adapt their own template, **the information in bold type must be included** in your offer letter in order for ISSS to properly authorize CPT in your immigration record. The letter must be printed on official company letterhead, and must be signed by someone within the organization with hiring authority.

Date of letter

We are pleased that you will be joining us this spring as an Intern at the XYZ Company. Please find the following confirmation of the specifics regarding your internship/co-op:

Start date: Month XX, 20XX

End date: Month XX, 20XX

Number of Hours: You will be working X hours per week.

Reporting Relationship: You will be reporting to X person, position and contact information.

Responsibilities: Responsibilities will include working on X, Y, and/or Z.

Office Location: You will be located in our branch office at [insert address].

We understand that as an international student you must receive work authorization from your university's international student office before starting your job here and that your employment may not exceed the amount of time indicated on your I-20. If additional time is needed on the job, it is your responsibility to request additional CPT work authorization through your university's international student office.

Sincerely,
Name of company representative
Position and contact information



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Part 6. CPT REQUEST FORM

TO BE COMPLETED BY STUDENT

Family Name _____ First Name _____

Student ID _____ SEVIS ID: N00 _____

U.S. Address _____

Street name and number **City** **State** **Zip Code** **Phone**

Which CPT Option are you requesting?

- Internship Course (EXP)
- Co-op Course (COP)
- Academic Credit in my Department
- Thesis/Dissertation

For which semester?

- Fall 20__
- Spring 20__
- Summer 20__

The job is:

- Full time (≥20+ hrs/week)
- Part time (≤20 hrs/week)

TO BE COMPLETED BY THE ACADEMIC ADVISOR

This student is seeking authorization to work off campus. Please complete Sections 1 and 2 below.

1) Verify if this internship/training opportunity will fulfil one of the three tracks below:

Academic Credit, Required:	<input type="checkbox"/> The internship/training is required for completion of the degree program.	Please indicate the course(s) number: _____ Is full-time employment required for the requested semester? <input type="checkbox"/> Yes <input type="checkbox"/> No
Academic Credit, Optional:	<input type="checkbox"/> The internship/training fulfills requirements for an optional course in the major field of study. Note: In progress courses and courses outside the student's major curriculum are not acceptable.	Please indicate the course(s) number: _____
Thesis or Dissertation:	<input type="checkbox"/> This graduate student has completed all coursework and the work experience is integral to the completion of the thesis or dissertation. Note: Student must enroll in research credit or RES 999; AND an EXP or COP course (see next page).	Please provide student with a letter indicating the following: 1. When the student began work on thesis and when it is expected to be complete; 2. Why the thesis cannot be completed without this work experience; 3. Signature by advisor/department chair on department letterhead.
<input type="checkbox"/> None of the above apply. <i>Student may still be able to qualify for CPT, via Career Services or the SoE Co-operative Education office (see next page).</i>		

2) Verify the student's academic status and the employment's suitability for the field of study:

Has the student already completed all degree requirements? Yes No
When is the student expected to graduate (i.e. complete all degree requirements)? _____

I, _____, this student's academic advisor, have reviewed the job offer letter/job description and hereby confirm that the proposed internship or employment is related to and will further the student's learning in their major field of study.

Signature _____

Date _____



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FOR STUDENTS REQUESTING THE "INTERNSHIP COURSE" OPTION

See the chart in Part 2 of the CPT form for a definition of this option.

Students may elect to register for EXP 101: Experiential Learning through the Career Services Office. EXP 101 is intended to provide structure and meaning to the internship experience. Students are expected to first meet with a Career Services representative to determine eligibility. If eligible, certain requirements must be met to satisfactorily complete this online course.

To meet with Career Services, you must make an appointment at least one day ahead of time. Appointments can be made through their webpage or by calling their office at 937-229-2045.

I, _____, a Career Services advisor, affirm that the student will be registered for the _____ course during the semester they are employed.

Signature _____

Date _____

FOR STUDENTS REQUESTING THE "COOPERATIVE EDUCATION COURSE" OPTION

See the chart in Part 2 of the CPT form for a definition of this option.

Cooperative education (or co-op) is a structured method of combining classroom-based education with practical work experience. If eligible, certain requirements must be met to satisfactorily complete the course. Undergraduate students must co-op with the same employer for 3 semesters. Graduate students must co-op with the same employer for 2 semesters.

Students are expected to first meet with a Co-op advisor (based on your major) to determine eligibility and create a work study calendar:

- **ENGINEERING:** Visit the Cooperative Education Office in the School of Engineering.
- **NON-ENGINEERING:** Visit the Career Services office.

I, _____, affirm that the student will be registered for the _____ course during the semester they are employed.

Signature _____

Date _____

For Office Use Only	
ISSM/SEVIS	
Banner CPT attribute	
Date Processed	