

## PROCEDURE FOR OBTAINING CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training is defined by United States Citizen & Immigration Services as employment which is an “integral part” of a student’s course of study. This work experience may be required by the student’s degree program, or may be elective if it is an important part of the program of study.

**Spring or Fall CPT:** Allowed only if internship is required for the degree currently being pursued and listed on I-20; As stated in the OSU catalog, the current degrees requiring internships in order to graduate are: **MSTM; MBA; HRAD; DHM; Environmental Science (MS) in the field of Environmental Management; Environmental Science (PhD) in the field of Environmental Management and Disaster and Emergency Management; International Studies; MSIS; & Educational Leadership Studies with Emphasis in College Student Development (MS).** Student may work full-time and may be enrolled in less than full-time hours if approved by an Advisor at the ISS office.

**Summer CPT:** Student may work full-time (40 hours per week) and can be enrolled in the internship class only (1-3 hours)

A total of 12 or more months of full-time curricular practical training will deprive the student of post- completion practical training after the degree is earned.

Cooperative Education (coop) must be offered by sponsored employers through a cooperative agreement with the student’s department and be listed as “Cooperative Education” in the official Oklahoma State University Catalog. The student must have a plan of study approved by the department which includes a program of cooperative education.

### HOW TO APPLY

Bring the following items to the ISS office:

- Valid Passport. (Passport must be valid for at least six more months).
- I-94.
- Form I-20 issued via SEVIS.
- OSU Transcript. You must have maintained full-time F-1 status for one academic year.
- Computer print-out of enrollment in “internship” class.
- Letter of offer with employer’s name, location and dates of employment.
- Letter from your academic advisor. A suggested format follows:

TO WHOM IT MAY CONCERN

\_\_\_\_\_ is a student in the department of \_\_\_\_\_ at Oklahoma State University. Practical experience in this field is an important part of this student’s education, as it will enhance knowledge the student acquires in the classroom. For this reason, I recommend that s/he obtain curricular practical training from (date) to (date). I understand that the student must be concurrently enrolled in a course which relates to the practical experience.

The course s/he will be concurrently enrolled in is \_\_\_\_\_. The course description and objectives are (defined in the catalog and/or are defined as follows).

I understand that the student must be in lawful F-1 status, and must be in good academic standing. It is the student’s responsibility to understand the rules and regulations associated with this benefit, and to comply with these rules.

### AUTHORIZATION FOR CURRICULAR PRACTICAL TRAINING

If a student proves eligible for this benefit, International Students and Scholars will authorize curricular practical training on the student’s form I-20 via page 3.