

CURRICULAR PRACTICAL TRAINING (CPT) WORKSHOP



CLARK
UNIVERSITY

WHO ARE WE?



- International Students and Scholars Office (ISSO)
- Corner House, 2nd Floor
 - Located to the corner of Charlotte and Woodland Streets
 - 142 Woodland Street (if using GPS)
- [Clark University Campus Map](#)



International Students & Scholars Office Staff



Susannah Marcucci
Director
Email: smarcucci@clarku.edu



Amanda Desai
Associate Director
Email: adesai@clarku.edu



Winnie Spillers
Compliance and Support Coordinator
Email: wspillers@clarku.edu



Nathan Cruz
International Student Advisor
Email: nacruz@clarku.edu



What is Curricular Practical Training?

- *Curricular practical training.* An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an **integral part of an established curriculum**. Curricular practical training is **defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school**. Students must complete two full-time semesters in the United States before they qualify for CPT. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving their Form I-20 with the DSO endorsement.



Curricular Practical Training (CPT)

- Used for employment/internship that is “an integral part of an established curriculum” and “directly related to the student’s major area of study.”
- “Integral part of an established curriculum” = required by curriculum or, if not required, the student must receive academic credit.
- Depending on major, enrollment in a course may be required.
- Each university will handle internships differently. Clark’s policy is based on curricular requirements for each program.
- There must be a clear academic purpose and connection between your internship and studies.

Do you qualify for Curricular Practical Training?



- Must complete two consecutive semesters at full-time enrollment (3 units per semester) before you're eligible for CPT.
- Authorized by ISSO for a specific internship opportunity
- Limited to part-time (up to 20 hours per week) during the regular semester, can be full-time during school breaks or over the summer.
- 12 months or more of full-time CPT eliminates eligibility to eligibility for OPT.
- If an internship meets requirements for CPT, you should request a CPT authorization, regardless of whether or not you are paid.
- Remote Internships
 - If you are physically in the US while completing Internship, you will need CPT Authorization



Academic Credit

- Academic credit requirements differ depending on your program:
 - Undergraduates – must first apply for Academic Internship Program through Career Connections Center
 - Graduate students – check with your academic advisor first to learn about internship eligibility



How to Apply

- Apply through the ISSO Portal (isso.clarku.edu)
- You must have your department's approval prior to applying
 - ISSO cannot approve CPT without this
 - Academic advisor needs to complete a CPT recommendation
- When you apply, your internship offer letter must include:
 - Company letterhead with full address of employment
 - Start and end date of internship
 - Supervisor's name and phone number
 - Any salary/compensation that you will receive
 - Brief description of your job duties

How to a Apply

First log into the ISSO Portal



LOGIN

Welcome to Clark University's ISSO Portal!

Please login to access your user profile, update your SEVIS record and request benefits of your immigration status.

New / Enrolled Students



OPT / STEM / AT Students



Scholars / Departments





Navigate to the Control Center and click on CPT Request and follow the steps in the request

A screenshot of a web application's "Control Center" dashboard. At the top right, a red arrow points to a link labeled "Control Center" with a red notification bubble containing the number "3". Below this is a "Messages" section with the text "No pending messages." and pagination controls showing "Items per page: 2" and "0 of 0". A search bar is present with the text "What can we help you with? Type a keyword to search" and a magnifying glass icon. Below the search bar is a grid of twelve request icons. A red arrow points to the "CPT Request" icon, which is a briefcase. The other icons include: Change in Financial Support (money), Change of Education Level (building), Dependent Request (people), I-20 Reprint Request (document), Leave of Absence (clipboard), Letter Request Form (envelope), OPT Request (keyboard), Off-Campus Employment - Severe Economic Hardship (F-1) (lightning bolt), Program Extension F-1 (calendar), Reduced Course Load Request (book), and Transfer Out F-1 (arrows).



When to apply

- Ideal time is three weeks before your internship is scheduled to start.
- Applying less than 1 week before your internship is scheduled to start may result in a delay of your start date.
- Apply after you have registered for the class that is associated with your internship, if applicable.
- CPT is authorized for one semester only, so multiple semesters of internship(s) will require multiple CPT applications/authorizations.



CPT Authorization

- Authorization is employer and time specific.
 - Only work for the employer listed on your I-20 during the dates listed on your I-20
 - **It is the responsibility of the student to ensure that immigration documents are correct and contain all necessary information.**
 - Be sure to check your immigration document for any possible errors or missing information.
 - Company Name, Full time/Part time employment, CPT Authorization dates, Signature of DSO is present, etc..
 - It is your responsibility to ensure your immigration documents are correct and completed in full prior to submitting your documents to USCIS (if applicable.)
 - Please contact our office at isso@clarku.edu if you feel that your immigration documents are incorrect.



Example CPT Authorization on I-20

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038		
SEVIS ID: N000		(F-1)	NAME: _____	
EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	17 OCTOBER 2016	17 JANUARY 2017
EMPLOYER INFORMATION				
TYPE		AUTHORIZATION DATES		
CPT		17 OCTOBER 2016 - 17 JANUARY 2017		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
Employer name here	17 OCTOBER 2016	17 JANUARY 2017	Ashland, MA	
CHANGE OF STATUS/CAP-GAP EXTENSION				

AUTHORIZED REDUCED COURSE LOAD				

CURRENT SESSION DATES				
CURRENT SESSION START DATE		CURRENT SESSION END DATE		
29 AUGUST 2016		20 DECEMBER 2016		
TRAVEL ENDORSEMENT				
This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.				
Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____



Final Recap!

- CPT must be integral part of the curriculum
- Never work without authorization! This is a serious violation!
 - You must have your I-20 with CPT approval on or before your start date.
- Respond to any e-mails from ISSO in a timely manner!
- Contact ISSO with any questions about your immigration status, including employment benefits.
 - General e-mail – ISSO@clarku.edu

QUESTIONS? VISIT OUR WEBSITE

[HTTPS://WWW.CLARKU.EDU/INTERNATIONAL-STUDENTS-SCHOLARS/](https://www.clarku.edu/international-students-scholars/)

ISSO Contact Info:
ISSO@clarku.edu
508-739-7362

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