# CURRICULAR PRACTICAL TRAINING (CPT) WORKSHOP



#### 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



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### 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.



- 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 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!

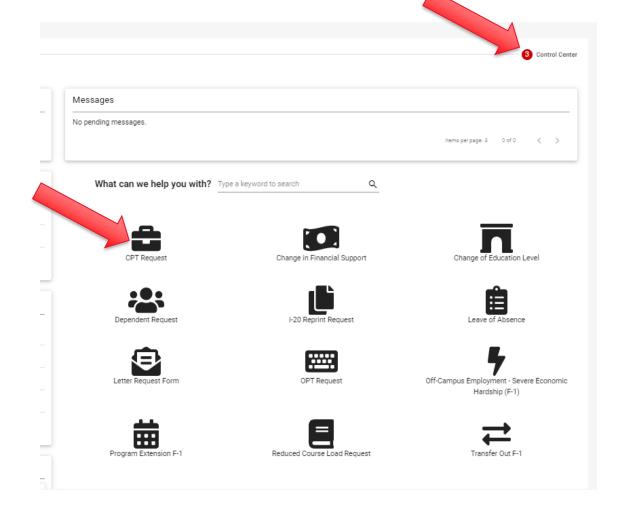
Please login to access your user profile, update your SEVIS record and request benefits of your immigration status.







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









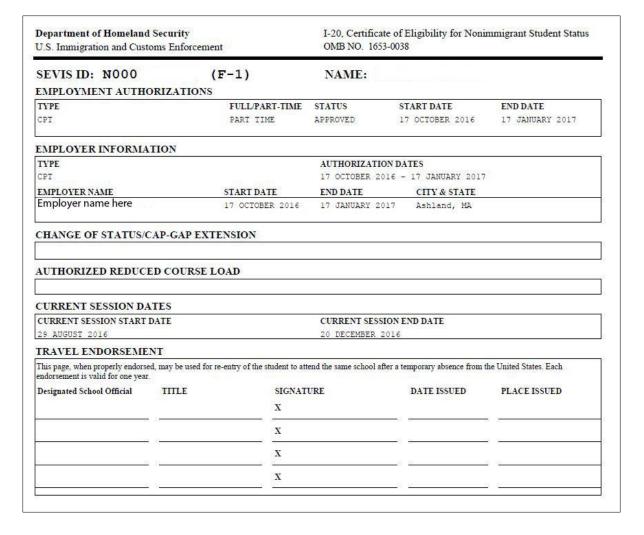
- Ideal time is three weeks before your internship is scheduled to start.
- Applying less than 1 week before your internship is scheduled to start may result in a delay of your start date.
- Apply after you have registered for the class that is associated with your internship, if applicable.
- CPT is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





- 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 <u>isso@clarku.edu</u> if you feel that your immigration documents are incorrect.

### Example CPT Authorization on I-20





- 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 <u>ISSO@clarku.edu</u>

### QUESTIONS? VISIT OUR WEBSITE

# HTTPS://WWW.CLARKU.EDU/INTER NATIONAL-STUDENTS-SCHOLARS/

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



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