Curricular Practical Training

CPT

Revised as of 11/16/2017
ISSO Contact Information

isso@iastate.edu
515-294-1120
www.isso.iastate.edu
Appointments (20 minutes)
What is CPT?

- CPT is temporary authorization for off-campus employment for students in F-1 status.
- Must be in F-1 status for at least one Spring and one Fall semester.
- CPT employment must have an academic component in your degree program.
  - Must register for a course specific to CPT experience.
  - Must be directly related to current major area of study.
    - Cannot be based on minor.
    - Cannot have graduated.
    - Cannot extend I-20 for CPT.
How do I count CPT used?

- **Part-time (PT):** 20 or fewer hours each week
- **Full-time (FT):** More than 20 hours each week
- **Total time used:** All days in CPT period
  - Includes weekends, holidays, vacation days, and even time outside the U.S. during CPT
How much CPT can I use?

- CPT available for each level of education you pursue
- May request multiple CPT authorizations during each level

However . . .

- Must continue to make normal progress toward completion of degree
- 365 days of full-time CPT eliminates option to use OPT
# Enrollment and Full-Time CPT

<table>
<thead>
<tr>
<th>Full-Time CPT</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 3 months</td>
<td>Enroll full-time*</td>
<td>Enroll in CPT course</td>
<td>Enroll full-time*</td>
</tr>
<tr>
<td></td>
<td>Enroll in CPT course</td>
<td></td>
<td>Enroll in CPT course</td>
</tr>
<tr>
<td>&gt; 3 months</td>
<td>Enroll in CPT course</td>
<td>Enroll in CPT course</td>
<td>Enroll in CPT course</td>
</tr>
</tbody>
</table>

*May include Reduced Course Load

**Full time enrollment =**

- Undergraduate – 12 hours
- Graduate without an assistantship – 9 hours
# Enrollment and Part-Time CPT

<table>
<thead>
<tr>
<th>Part-Time CPT</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Duration (can start at any point during the semester)</td>
<td>Enroll full-time Enroll in CPT course</td>
<td>Enroll in CPT course</td>
<td>Enroll full-time Enroll in CPT course</td>
</tr>
</tbody>
</table>

**Full time enrollment =**  
Undergraduate – 12 hours  
Graduate without an assistantship – 9 hours
When can I start my CPT?

- Any date after the end date of previous semester

**Fall 2014**
- **Earliest start date:** August 9, 2014
  
  *(summer II 2014 ends 8/8/2014)*

**Spring 2015**
- **Earliest start date:** December 20, 2014
  
  *(Fall 2014 ends 12/19/2014)*

**Summer 2015**
- **Earliest start date:** May 9, 2015
  
  *(spring 2015 ends 5/8/2015)*
When must I end my CPT?

- Any date before the start date of next semester
  
  *If you will be continuing your degree the following semester*

**Fall 2017**
- **Latest end date:** January 7, 2018  
  (Spring 2018 begins 1/8/2018)

**Spring 2018**
- **Earliest end date:** May 13, 2018  
  (Summer I 2018 begins 5/14/18)

**Summer 2018**
- **Latest end date:** August 19, 2018  
  (Fall 2018 begins 8/20/2018)
When must I end my CPT?

- Last day of the semester in which the CPT occurs
  
  If you will not register for the following semester

**Fall 2017**
- **Latest end date:** December 15, 2017

**Spring 2018**
- **Latest end date:** May 4, 2018

**Summer 2018**
- **Latest end date:** August 3, 2018
How often must I apply?

- Every semester or summer session you wish to do CPT
  - Must submit new request via Cystart
Academic Reasons for CPT

- Optional requirement of degree program
  - Internship course
    (Examples: AGRON 311, M E 397, COM S 598, E E 697)
  - Cooperative education course
    (Examples: LAS 298, BUSAD 398, HRI 498)
  - Practicum course
  - Independent study or special topics course (not commonly used)
Academic Reasons for CPT (continued)

- Required for all students in degree program
  - Included in ISU Course Catalog (only for 1 or 2 ISU degree programs)

- Required for a course requirement
  - Included in syllabus for the course

- Required for individual graduate student’s program
  - Included in the Program of Study

- Required for completion of thesis or dissertation

- Required for completion of creative component
Academic Course Registration for CPT

- **Specific to CPT**
  - Usually a unique, separate course from other academic courses taken that semester

- **For credit**
  - R, 1, 2 or more credits

- **Graded**
  - A-F, P/NP, S/F

- **Same semester in which CPT experience takes place**
  - Dropping CPT course has serious consequences
How to Apply for CPT
Preparing a Request for CPT

1) Obtain a job offer letter
2) Register for appropriate CPT course
3) Submit application to ISSO through Cystart

*If hired through a temp or recruiting agency, must provide name and address of both the employer and the work site
What does CPT look like?

- CPT Authorization
  - One semester at a time

You cannot begin work until you receive your new I-20!

Full or part time
Specific dates
Specific employer

*You can quit or switch employers at any time, but must contact ISSO first.
Quick CPT Review

- Delays in processing CPT request most often due to:
  - All required e-forms have not been submitted via Cystart
    - Faculty/staff were not aware a form was sent to them!
  - Student has not registered for appropriate CPT course

- CPT processing by ISSO:
  - CPT requests are approved (or denied) by ISSO advisors
  - A new I-20 is issued when a CPT request is approved
Quick CPT Review

- F-1 students are never automatically allowed to work off-campus
  - Must apply for CPT to work off campus in your academic field
    - Must receive academic credit for your work.

- You cannot begin employment until you have received your new CPT I-20
  - The CPT I-20 will list specific begin and end dates for CPT
    - CPT requests cannot be backdated
  - The CPT I-20 will be issued for only for one semester at a time
Questions?