Curricular Practical Training

CPT
ISSO Advisors

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Advance appointment (30 minutes)
Same day appointment (15 minutes)
What is CPT?

- CPT is temporary authorization for **off-campus employment**

- 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
    - Generally cannot extend I-20 so can request CPT
Who is eligible for CPT?

- Students maintaining valid F-1 status

- Enrolled **two consecutive semesters** as a **full-time** student
  - Fall and Spring
  - Spring and Fall
  - Spring and Summer
  - Summer and Fall
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
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
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>
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</tr>
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Full time enrollment =
Undergraduate – 12 hours
Graduate without an assistantship – 9 hours

*May include Reduced Course Load
# Enrollment and Part-Time CPT

<table>
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<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>
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**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 2014**
- Latest end date: January 11, 2014
  (spring 2015 begins 1/12/2014)

**Spring 2015**
- Earliest end date: May 17, 2014
  (summer II 2014 begins 5/18/14)

**Summer 2015**
- Latest end date: August 23, 2015
  (fall 2014 begins 8/24/2015)
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 2014**
- Latest end date: December 19, 2014

**Spring 2015**
- Latest end date: May 8, 2015

**Summer 2015**
- Latest end date: August 7, 2015
How often must I apply?

- Every semester or summer session you wish to do CPT
  - Must submit new request via Cystart
    - E-form allows you to request CPT for two consecutive semesters, but this is an error so do not select this option
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
Preparing a Request for CPT

1) Obtain a job offer letter

2) Meet with academic or faculty advisor or major professor
   (Determine which course to take for your CPT)

3) Register for appropriate CPT course

4) Submit application to ISSO through Cystart

5) Notify everyone to whom you have sent an e-form

Employer ↔ Student ↔ ISSO

Academic Department:
Advisor and/or Major Professor
Job Offer Letter for CPT

Job offer letter for ISSO must contain the following:

- On company letterhead
- Employer Name*
- Location (Street Address, City, State, Zip Code)*
- Hours per week
- Specific start date (month, day, year)
- Specific end date (month, day, year)

*If hired through a temp or recruiting agency, must provide name and address of both the employer and the work site
CPT Resources & Application

Recommend you use wireless internet to show the resources (ISSO website and iStart) documented on this and the next 6 slides.
Resources for CPT Requests
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- CPT FAQs
- CPT PPT
- CPT Workshop Registration
- E-Forms Required
- Attachments Required
- iStart link (note the new name is Cystart)
Submitting CPT Request to ISSO

Same log-in used for your ISU e-mail

Welcome to the Cystart Services Login Page

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars

- Secure services requiring login with your institutional Network ID and password. These services include:
  1. View and update information on file
  2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.
  3. Access alerts and notes on file that require action in order to maintain legal status

Limited Services for Students & Scholars

- Limited services requiring login with your University ID number and date of birth. These services include:
  1. Limited student services like registration for orientation or SEVIS transfer-in.
  2. Limited initial intake forms for J-1 scholars or H-1B employees.

These services will NOT provide all the functionality of the full client services.

The following are additional services:

- International Student & Scholar Statistical Reports
- Anonymous Feedback (surveys, evaluations, etc)
- Administrative Services for University Departments

online services for international students, scholars & staff
Cysart for CPT Requests

Cystart Services Home Page

Online Services for International Students, Scholars, and Staff: U institutional information, request signatures, work authorization, enrollments, sign-up for sessions, and more.

SEVIS Status Information

No SEVIS Information on file.

If you are an F-1 or J-1 sponsored by a different organization then you will need to contact your sponsor for details about your SEVIS status.

Options

- View cases closed before
- View correspondence older than 60 days

The area most frequently used by international students, scholar families is ISSO located in 3248 Memorial Union. The International Advisors working in ISSO assist international students and scholars maintain their immigration status, U.S. employment regulations provide support with social, cultural, financial, and personal concerns.
When will ISSO review my request?

- E-forms to advisors routed for completion
- 10 calendar days from when all e-forms are completed and submitted to iStart’s noted by the ✓ in all boxes
- Pending review indicates it is waiting for an ISSO advisor or ISSO staff member to review; allow 10 days
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

Submit e-forms through Cystart:

1. **Curricular Practical Training: Student Request** to ISSO
   - Attach pdf of job offer letter

2. **Verification of Academic Status** to academic/faculty advisor

3. **Verification of Academic Purpose** to academic/faculty advisor or to Career Services advisor

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Graduate Students ONLY

4. **Support of CPT Request** to Director of Graduate Education (DOGE)
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?
When am I eligible for CPT?

- For a student’s first degree
  - Full-time and Part-time CPT are available after two terms of full-time study.
  - (Can include Fall, Spring, and Summer)
When am I eligible for CPT?

- 2\textsuperscript{nd} Degree with Same Area of Study
  - Part-time CPT available immediately
  - Full-time CPT available after first Fall \textbf{or} Spring semester
    (If start in Summer, only part-time available for Summer and Fall)

- 2\textsuperscript{nd} Degree with New Area of Study
  - Part-time CPT available immediately
  - Full-time CPT available after first two terms of full-time study
    (Can include Fall, Spring, and/or Summer)
  - Exception: If start Spring term, can do full-time CPT during summer, but only part-time CPT for following Fall term
Who is eligible for CPT?

- Program extension [of I-20] solely for purposes of CPT
  - Undergraduate student:
    Program extension and CPT for one term, immediately following current term of enrollment
  - Graduate student in a non-thesis, master’s degree program:
    Program extension and CPT for one term, immediately following current term of enrollment
Who is eligible for CPT?

- Program extension [of I-20] solely for purposes of CPT

- Graduate student completing a creative component, thesis, or dissertation and received full pass on final oral defense:
  
  Program extension and CPT for *three months*, immediately following current term of enrollment, but must also file OPT application with USCIS at the same time as when requesting the CPT.

- Graduate student completing a creative component, thesis, or dissertation and received conditional pass on final oral defense:
  
  Program extension and CPT for one term, immediately following current term of enrollment.

- Graduate student completing a creative component, thesis, or dissertation who has not defended his/her final oral defense:
  
  Program extension and CPT for one term, immediately following current term of enrollment.
Looking for Employment

- Meet with staff in the career services office for your college
  - Discuss resources used to identify internship and coop positions
  - Mock interviews, cover letters and resume

- Attend the career fair for your college (3-4 weeks into the semester)
  - Talk and interview with potential employers