



East Central University

Curricular Practical Training (CPT) Agreement

Overview

Curricular Practical Training (CPT) is defined by US immigration regulations as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the schools.” [8CFR 214.2(f)(10)(i)]

In order for a student to be eligible for CPT, and to receive permission to work from the International Office, the following conditions must be met:

- 1) The student must have been enrolled full-time for at least two semesters, and must be maintaining F-1 status.
- 2) The student must complete the CPT during his/her studies. This may be during summer or in any other semester before the student graduates. If the student has completed all course/thesis requirements for the degree, the student is **not** eligible for CPT, but must instead apply for Optional Practical Training (OPT).
- 3) The CPT must be an integral part of an established curriculum so that the training:
 - a. is required of all students in that program of study; or
 - b. is required for a particular course; or
 - c. is offered under a cooperative agreement between the university and the employer;
- 4) **The student must secure a letter from the prospective employer indicating:**
 - ☐ Job title
 - ☐ Start date of employment (**MM/DD/YYYY**)
 - ☐ End date of employment (**MM/DD/YYYY**)
 - ☐ Number of hours per week
 - ☐ Physical address of employment
 - ☐ Brief description of duties
 - ☐ The letter must be signed and on company letterhead
- 5) The student must register for the course requiring the completion of an internship that his/her department has designated for the CPT. The course must be for at least one credit hour, and the student must register for the course during each semester that he/she is authorized for CPT.
- 6) If all of the above eligibility requirements have been met, the student will be authorized to work for the requested period of time. The authorization is in the form of an endorsement on the student's I-20 that specifies the employer, the location of the employment, and the dates of employment.

Important Points to Remember:

- The student may not begin working for the employer until he/she has been authorized to do so by ECU's Designated School Official (DSO) in the International Office. The authorization will be printed on the I-20.
- The student may only work for the employer named in the authorization and may only work during the dates indicated.
- **A student who has engaged in 365 days or more of full-time (21 hours or more per week) curricular practical training will not be eligible to engage in Optional Practical Training in the same level of education degree.**

How to Apply for CPT:

This checklist is designed to help students requesting authorization for CPT in order to complete an internship off campus. Read all information thoroughly. If you have questions, contact the International Office.

- 1) Meet with your academic advisor to complete the **Recommendation for Curricular Practical Training** form. (Make sure your advisor signs the form.)
- 2) Obtain supporting documentation if required (see recommendation form).
- 3) **The student must secure a letter from the prospective employer indicating:**
 - ☐ Job title
 - ☐ Start date of employment (**MM/DD/YYYY**)
 - ☐ End date of employment (**MM/DD/YYYY**)
 - ☐ Number of hours per week
 - ☐ Physical address of employment
 - ☐ Brief description of duties
 - ☐ The letter must be signed and on company letterhead
- 4) Schedule an appointment with the Director of International Office to review your materials and be authorized for CPT.
Please bring the following items to the advising meeting:
 - a. Completed **Recommendation for Curricular Practical Training** form
 - b. Supporting documentation if required
 - c. Employer Letter (see paragraph #3 above)

By signing below, I acknowledge that I have read and understand my responsibilities under CPT.

Address: _____ Phone #: _____
House/Apt #, Street, City, State, Zip Code

Student Name: _____ Student ID#: _____

Signature: _____ Date: _____

4) **APPROVAL TO REGISTER IN INTERNSHIP COURSE** (To be completed by Int'l Director/P/DSO):

Has student met all CPT requirements? Yes ☐ No ☐ If No, explain: _____

Is the student approved to register/enroll in internship course indicated by advisor? Yes ☐ No ☐

Print Name of Director/P/DSO Signature of DSO Date

****NOTE: Approval for course enrollment does not authorize CPT approval. You must enroll in an internship course in order to receive a new I-20 showing official CPT approval****

- 5) Once approved for enrollment in internship course, student must return all CPT forms and supporting documents, and provide the Director/P/DSO with proof of course enrollment. Upon receipt of proof of enrollment, a new Form I-20 will be issued endorsing the student's CPT.

Print Name of Director/P/DSO Signature of DSO Date



International Student Services Office
1100 E 14th St, PMB E-1, Ada, OK 74820
Phone: 580-559-5669 Fax: 580-559-5755

East Central University Curricular Practical Training (CPT) Advisor Recommendation for Curricular Practical Training Form

To the student: Please complete the following information then meet with your academic advisor to discuss your proposed training.

Last Name: _____ First Name: _____ ID#: _____

To the student's academic advisor: The student listed above wants to apply for work permission under Curricular Practical Training* (CPT). **The term "training" is a general term that is referring to the act of receiving in the field experience. It may be substituted for similar academic terms such as internship, practicum, field/independent study, cooperative agreement, externships, etc.* In order to be eligible for this program, the above student must:

- 1) be enrolled in a program of study in which the practical training is an integral part of an established curriculum so that the training:
 - a. is required of all students in that program of study; or
 - b. is required for a particular course or circular track; or
 - c. is offered under a cooperative agreement between the university and the employer;

AND,

- 2) complete the CPT prior to completion of all requirements for their program of study.

To determine the student's eligibility for CPT, the following information is required.

I. Internship Requirement (please CHECK the appropriate option(s)):

- ☐ 1) The student is participating in a cooperative educational agreement between the university and the employer. *Must provide copy of the co-op agreement.*
- ☐ 2) The student is enrolled in a degree program which **requires** all students to complete training to satisfy program requirements. The training requirement must be published in the university catalog. *(If this box is checked, then by default "Box 3" also applies.)*
- ☐ 3) The student has requested, and is being approved, to receive credit(s) from his/her academic department for the purpose of completing in the field training. The training and course credit(s) may or may not count toward graduation requirements, but it does relate toward their degree. Note: The training course must be published in the university catalog.

ECU course name, number, credits: _____

Course name | Course # | Credit hours

Length of required internship (Dates): _____

dd/mm/yy - dd/mm/yy

II. Status of Student in Degree Program:

- ☐ The student is expected to complete their degree in: ☐ FA, ☐ SP, ☐ SU of _____
yyyy

Academic Advisor: _____ Department: _____

Signature: _____ Date: _____