Carnegie Mellon University

Curricular Practical Training (CPT)

How Do I Obtain CPT Authorization?
CPT Sessions For Spring 2018

SIGN-UP for a CPT Session on The BRIDGE

You MUST bring a COMPLETE CPT Application to a CPT Session!

Incomplete and/or Incorrect Applications will not be allowed into the session!
Here’s What You Need:

1. Offer Letter

2. Advisor CPT Recommendation Form

3. Proof of Summer Enrollment from SIO

(Unless a program requirement for everyone in your program—no SIO proof required)
The Job/Intern Offer Letter **MUST** Have:

- Start AND End-Date of employment
- Number of hours per week OR if the job full-time/part-time (if part-time, the # of hours should be listed)
- Employer address with zip code
- Job title and brief position description

**Offer Letter**

STUDENT NAME
DATE
ADDRESS

Dear STUDENT NAME,

COMPANY NAME is pleased to offer you an INTERNSHIP/PRACTICUM, with the following terms:

- Start and end date: \[mm/dd/yyyy\] to \[mm/dd/yyyy\]
- Number of hours per week: [ ] OR, please check one: [ ] Part-time [ ] Full-time
- Job location address (street address, city, state, zip code): [ ]
- Job title and brief position description:

If you have any questions or need any further information, please contact NAME OF SUPERVISOR at PHONE NUMBER AND/OR EMAIL.

Sincerely,

SIGNATURE TITLE

Should be a COPY of the Offer Letter with Company Letterhead
Advisor CPT Recommendation Form

-Earliest Start Date for CPT is May 21, 2018

Last End Date for CPT?
- Check with your department!
- However, should go by Summer Term End Date on the CMU Academic Calendar.

CPT for Summer 2018 can be Full-Time (over 20hrs) or Part-Time (less than 20hrs)
Proof of Summer Enrollment from SIO

Please Print This Out!
Should be registered for an “Internship” or “Practicum” course.
INCOMPLETE APPLICATIONS

WILL NOT BE ACCEPTED!!!

SO MAKE SURE YOU HAVE ALL THE DOCUMENTS BELOW!

1. Offer Letter
2. Advisor CPT Recommendation Form
3. Proof of Summer Enrollment from SIO
Here’s What You Will Get From OIE…

<table>
<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATIONS</th>
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<tbody>
<tr>
<td>AUTHORIZATION TYPE</td>
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<tr>
<td>CPT</td>
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<table>
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<th>EMPLOYER INFORMATION</th>
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<td>TYPE</td>
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<td>CPT</td>
</tr>
<tr>
<td>EMPLOYER NAME</td>
</tr>
<tr>
<td>American Institutes for Research</td>
</tr>
</tbody>
</table>

This new I-20 is your work authorization!
CPT I-20

- You **MUST** have the CPT I-20 **BEFORE** beginning employment.
- CPT **CANNOT** be backdated.
Adding to your I-20 “collection”

- CPT I-20 is your new I-20
- Valid even after internship dates
- KEEP ALL I-20s! Needed for OPT.
Collecting CPT I-20

Your new CPT I-20 will be ready for pick-up at OIE front desk in **5 business days**.

Office of International Education
3rd floor, Warner Hall
Office hours: Monday-Friday, 8:30-5:00
Collecting CPT I-20

Leaving Pittsburgh?

Complete a Mail Request Form!!

*I-20 Documents cannot be scanned or emailed.*
SSN Tips

- You cannot apply more than 30 days before the start date of your internship.
- Apply anywhere in the US!
- SSN is not work authorization – you can start work without it.
Social Security Number (SSN)

- Use CPT I-20 to apply for an SSN
- Instructions on OIE Website!
- Apply in person at SSN office
- Card mailed in 7-10 days
  - Keep in safe place!
Travel During Summer 2018

- CPT I-20 will be signed for travel
  - Signatures are good for 12 months
- *IF* you have to renew your visa – you could face a *visa delay*! Plan travel accordingly.
  - Before internship begins…
  - Before the start of classes in Aug…
Re-entry and I-94

- IF you travel outside of the US—be sure to check your electronic I-94 record **after you re-enter**
  - Don’t worry about travel history section
- Employer needs valid I-94 for payment
- [www.cbp.gov/i94](http://www.cbp.gov/i94)
Remember…

- Update address in SIO if you will be relocating for your work.
- Remember to update SIO again when you return to Pittsburgh!
Want to work beyond end of summer term? PRE-OPT!

- **Pre-Completion OPT:**
  - You can apply 90 days prior to your anticipated start date (for PRE-OPT)
  - $410
  - 90 days to process
Continuing into the Fall?

To continue working in Fall term:

1. Work must be **part-time** (< 20 hours per week)
2. No CPT…must apply for **Pre-Completion OPT**
   - Application approved by USCIS
   - Will take **90 days** for approval
   - **NO WORK** until approved & OPT card received
     - [http://www.cmu.edu/oie/forstu/jobs.html](http://www.cmu.edu/oie/forstu/jobs.html)
   - Session NOT required
Visit:

• OIE Web Resources
• Contact OIE at: oie@andrew.cmu.edu
Warner Hall, 3rd Floor
Office hours: Monday-Friday, 8:30-5:00
412-268-5231
www.cmu.edu/oie
oie@andrew.cmu.edu