Curricular Practical Training (CPT)

How Do I Obtain CPT Authorization?
CPT Sessions For Spring 2019

SIGN-UP for a CPT Session on Handshake

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. **Advisor CPT Recommendation Form**
2. **Offer Letter**
   - Should be *only* 1 to 2 pages in length for OIE!
   - Highlight in your offer letter:
     - Employer Name
     - Employer Address
     - # of Hours
     - Start and End Dates
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
Advisor CPT Recommendation Form

- Where you **CURRENTLY** reside. **Be sure this address is in SIO**

- Earliest Start Date for CPT: 5/20/2019

- 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 2019 can be Full-Time (over 20hrs) or Part-Time (less than 20hrs)
Advisor CPT Recommendation Form

Confirm with your Employer (Company) PRIOR to coming to a CPT SESSION what Employer Name and Address should appear on your CPT I-20! This needs to be EXACT for payroll and hiring purposes!

ATTENTION!

Confirm with your Employer (Company) what Employer Name and Address should appear on your CPT I-20! This needs to be EXACT for payroll and hiring purposes!

Don’t Forget To Sign!

Student Signature: ________________________ Date: __________

CHECK ONE: The work: IS [ ] IS NOT [ ] directly related to my major field of study/degree program.
Advisor CPT Recommendation Form

MUST Have Academic Advisor/Program Coordinator’s Signature!
Proof of Summer Enrollment

Please Print This Out!
Should be registered for an “Internship” or “Practicum” course.
WILL NOT BE ACCEPTED!!!

SO MAKE SURE YOU HAVE ALL THE DOCUMENTS BELOW!

1. Offer Letter
   • Only 1 to 2 pages in length!

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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTHORIZATION TYPE</strong></td>
</tr>
<tr>
<td>CPT</td>
</tr>
</tbody>
</table>

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

This new I-20 is your work authorization!
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 the OIE front desk...

Posner Hall, 1st Floor

10 business days from TODAY

NO EMAIL REMINDERS!
Collecting CPT I-20

Will You Pick-Up Your CPT I-20 At OIE?
Did you answer this question on your CPT Form?

If you answered NO – Then OIE will send you eShip Global Information

I-20 Documents cannot be scanned or emailed.

*Don’t forget to update your address in SIO if you’ll be relocating for your internship!!*
Travel During Summer 2019?

- New 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 August...
Re-Entry and I-94

- IF you travel outside of the U.S.– 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

- [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home)
Remember...

- Update address in SIO if you will be relocating for your work.
- Remember to update SIO AGAIN when you return to Pittsburgh!
You cannot apply more than 30 days before the start date of your internship.

- Use CPT I-20 to apply for an SSN
- Apply anywhere in the US!
  - Card mailed in 7-10 days
    - Keep in safe place!
- SSN is not work authorization
  - You can start work without it.
- OIE guide to getting an SSN
Want to work beyond end date listed on your CPT I-20? **PRE-OPT!**

- No CPT...must apply for [Pre-Completion OPT](#)
  - Application approved by USCIS ($410 Fee)
  - Will take 90 days for approval
  - **NO WORK** until approved & EAD card received
  - Session NOT required
Visit:

**OIE Web Resources**

Posner Hall, 1st Floor

Office hours: Monday-Friday, 8:30-5:00

412-268-5231

[www.cmu.edu/oie](http://www.cmu.edu/oie)

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