Curricular Practical Training (CPT)

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

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

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):
  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
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)
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!

- Full-time (more than 20 hours per week) OR Part-time (20 hours or less)

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!

Employer (Company) Name: ____________________________
Employer Street Address (no P.O. Box): ____________________________
__________________________________________
(City) (State) (Zip Code - required)

CHECK ONE: The work: □ IS □ IS NOT directly related to my major field of study/degree program.

Student Signature: ____________________________ Date: ____________________________
Proof of Summer Enrollment from SIO

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…

**EMPLOYMENT AUTHORIZATIONS**

<table>
<thead>
<tr>
<th>AUTHORIZATION TYPE</th>
<th>FULL/PART-TIME</th>
<th>STATUS</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td>FULL TIME</td>
<td>APPROVED</td>
<td>21 May 2018</td>
<td>10 August 2018</td>
</tr>
</tbody>
</table>

**EMPLOYER INFORMATION**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AUTHORIZATION DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td>21 May 2018 – 10 August 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CITY &amp; STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Institutes for Research</td>
<td>21 May 2018</td>
<td>10 August 2018</td>
<td>Washington, DC</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

Leaving Pittsburgh?

Did you check the Box on your CPT Form?

Find the eShip Global Information on the OIE Website.

_I-20 Documents cannot be scanned or emailed._
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
Remember…

- Update address in SIO if you will be relocating for your work.
- Remember to update SIO again when you return to Pittsburgh!
Social Security Number (SSN)

- 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
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 ($410 Fee)
   - Will take 90 days for approval
   - NO WORK until approved & OPT card received
   - Session NOT required

Want to work beyond end of summer term? PRE-OPT!
Visit:

OIE Web Resources

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