Curricular Practical Training (CPT)

How Do I Obtain CPT Authorization?
“HOW DO I OBTAIN CPT AUTHORIZATION?”

1. Register for and attend a **MANDATORY** CPT Information Session.
   - You can register and find dates on **Handshake**.
   - **YOU MUST ATTEND A SESSION BEFORE SUBMITTING YOUR CPT E-FORM REQUEST! (SUMMER ONLY)**

2. At the **MANDATORY CPT Information Session**, you will learn how to submit your CPT e-form request to OIE online through your **MyOIE Portal Account**.
   - You must submit **ALL** of the required documents online through your **MyOIE Portal account**.
   - Instructions for the MyOIE Portal can be found on the OIE [website](#).

3. OIE will issue a new I-20 within 10 business days of your CPT online submission through your **MyOIE Portal account**.
   - This new I-20 will include your off-campus work authorization (page 2) and a new travel signature.
   - **YOU CANNOT BEGIN WORKING UNTIL YOUR CPT IS AUTHORIZED BY OIE AND YOU HAVE YOUR CPT I-20 IN HAND.**
Here’s What You Need To Submit

1. **Offer Letter**
   - Should be *only* 1 to 2 pages in length for OIE!
   - Below must be circled or underlined in your offer letter:
     - Employer Name
     - Employer Address
     - # of Hours per week
     - Start and End Dates

2. **Proof of Summer Enrollment from SIO**
3. **Copy of your most recent I-94 Record** *(NOT THE TRAVEL HISTORY!)*
4. **CPT Academic Advisor Recommendation Form**
The Job Offer Letter **MUST** Have:

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

Sample Job Offer Letter:

```
Dear Andrew,

We are very pleased to offer you the position of Intern this summer with XYZ, Inc. Please find the following confirmation of the specifics of your internship:

- **Position Title:** Summer Intern
- **Start Date:** May 20, 2019
- **End Date:** August 09, 2019
- **Number of Work Hours Per Week:** 40 hours per week/Full-Time
- **Office Location:** You will be working in our branch office at 100 Main Street, Cambridge, MA 02139

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith’s may be contacted by phone (123-456-7899) or by email (jsmith@xyz.com).

Internship Responsibilities: Your day-to-day responsibilities will include the following:
- Developing online marketing resources (webpages, videos, presentations) for products
- Create sales presentations and surveys for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Should you have any questions regarding the specifics of your internship, please contact me by phone (123-456-7899) or by email (jsmith@xyz.com).

Sincerely,

John Smith
Internship Coordinator, Human Resources XYZ, Inc.
```
Advisor CPT Recommendation Form

Write your name and AndrewID, and then give this form to your academic advisor/coordinator.

MUST Have Academic Advisor/Program Coordinator’s Signature!
### Semester Schedule for Summer 1/All 2019

<table>
<thead>
<tr>
<th>TITLE / NUMBER &amp; SECTION</th>
<th>INSTRUCTOR</th>
<th>DATES</th>
<th>TIMES</th>
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<tr>
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<td></td>
<td>Anthony Tomasic</td>
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</table>

**Attach this to your eForm CPT Request!**
**Must be registered for an “Internship” or “Practicum” course.**
MAKE SURE YOU HAVE ALL THE DOCUMENTS BELOW!

1. **Offer Letter**
   - *Only 1 to 2 pages in length with ALL required information!*

2. **Proof of Summer Enrollment from SIO**

3. **I-94 Record**

4. **Advisor CPT Recommendation Form**
Here’s What You Will Get From OIE...

<table>
<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZATION TYPE</td>
</tr>
<tr>
<td>CPT</td>
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</table>

<table>
<thead>
<tr>
<th>EMPLOYER INFORMATION</th>
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<tbody>
<tr>
<td>TYPE</td>
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<tr>
<td>CPT</td>
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</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>20 May 2019</td>
<td>09 August 2019</td>
<td>Washington, DC</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

• You will receive an email to your Andrew email account once your CPT I-20 has been processed.
• The email will have options on how you can obtain your CPT I-20.

*New I-20 Documents cannot be scanned or emailed.*
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
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
Want to work beyond end date listed on your CPT I-20?

• No CPT...must apply for Pre-Completion OPT
  – Application approved by USCIS ($410 Fee)
  – Will take 3 to 5 months for approval – PLAN TO APPLY IN ADVANCE!!
  – NO WORK until approved & EAD card received
  – Session NOT required
OIE Web Resources
Posner Hall, 1st Floor
Office hours: Monday-Friday, 8:30-5:00
412-268-5231
www.cmu.edu/oie
oie@andrew.cmu.edu