Carnegie Mellon University
SIGN-IN REQUIRED!
Did you Swipe your Student ID Card?
Carnegie Mellon University
Curricular Practical Training (CPT)
How Do I Obtain CPT Authorization?
Please take your seats this is an important event.
CPT 2020

This session will go over:

- How to login and apply for CPT through your MyOIE Portal
- What materials are needed
- What you will get from OIE
- What happens after CPT
How Do I Apply Through the MyOIE Portal?
1. Login to your MyOIE Portal Account
MyOIE Portal

2. Check and make sure all biographical data is correct and up-to-date

3. Next click on: “F-1 Practical Training”

4. Then click on: “Curricular Practical Training Request Form”
Next complete the CPT e-form as required:

- CURRENT RESIDENTIAL ADDRESS
  - Do you live at a different address than what is listed below?
  - If YES... STOP
MyOIE Portal (EXAMPLE)

- ACADEMIC INFORMATION

<table>
<thead>
<tr>
<th>ACADEMIC INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMU College: *</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>School of Computer Science</td>
</tr>
<tr>
<td>Academic Department: *</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Robotics</td>
</tr>
<tr>
<td>Have you previously utilized CPT for your current degree program? *</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
</tr>
</tbody>
</table>
MyOIE Portal

EMPLOYMENT INFORMATION

Confirm with your Employer/Company what Employer Name should appear on your CPT I-20 PRIOR to submitting your CPT Request!!

This information must be EXACT for payroll and hiring purposes!
Confirm with your Employer/Company what **Address** should appear on your CPT I-20 - PRIOR to submitting your CPT Request!!

This information must be **EXACT** for payroll and hiring purposes!
MyOIE Portal

- REQUIRED DOCUMENTS TO UPLOAD

1: Job Offer Letter
   - Supplemental Information (if applicable)

2: Proof of enrollment in an internship or practicum course from SIO

3: Copy of most recent I-94 Record

4: Copy of Signed Academic Advisor Form
MyOIE Portal

- STUDENT CERTIFICATION

- If unsure about any information, you can “Save a Draft” and submit once you know all the information submitted is correct

- If everything is correct, you can “submit” the CPT Request

*Submitting your CPT Request, DOES NOT guarantee approval!!*
What Do I Need To Apply For CPT?
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**

**Earliest Start Date for CPT?**
- May 18, 2020

**Latest End Date for CPT?**
- Check with your Academic Department!
- Typically the latest end date for CPT is the *Final Exams* date based off the [CMU Academic Calendar](https://www.cmich.edu/student-life/registration-and-scheduling/calendar/).

*Online submission of CPT materials *DOES NOT* mean that your CPT is approved!*
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
Attach this to your CPT eForm Request!
Must be registered for an “Internship” or “Practicum” course.
I-94 Record

- Electronic arrival record (called I-94) **MOST** important immigration document you have

- Proof of your status - F1 and D/S (Duration of Status)

Obtain I-94 record: www.cbp.gov/i94
Contact OIE if there are any mistakes!
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!
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**
What Will I Get From OIE?
What You Will Get Is...

**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>18 May 2020</td>
<td>07 August 2020</td>
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</table>

**EMPLOYER INFORMATION**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AUTHORIZATION DATES</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CITY &amp; STATE</th>
</tr>
</thead>
</table>

A new I-20 with your work authorization listed on page 2!
CPT I-20

- You **MUST** have an approved 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 from OIE, once your new CPT I-20 is ready, and the email will include pick-up and/or shipping instructions.
- Typically **10 Business Days** after your CPT Request has been submitted through your MyOIE Portal.
What Happens After I Have My CPT I-20?
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 an SSN
- OIE guide to getting an SSN
Travel During Summer 2020?

- 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
Want to work beyond end date listed on your CPT I-20?

- No CPT...must apply for Pre-Completion OPT
  - Will take **3 to 5 months** for approval
    *(PLAN IN ADVANCE!)*
  - Application approved by USCIS ($410 Fee)
  - **NO WORK** until approved & EAD card received
  - Pre-Completion OPT - *NOT* required to attend an OPT Information Session.
CPT 2020

AFTER THIS SESSION:
- Read the CPT Handout!
- Understand CPT requirements, restrictions, and limitations.
- Gather required information/documents.
- Submit CPT e-Form Request through your MyOIE Portal.

REMEMBER:
- Instructions for the MyOIE Portal can be found on the OIE website.
- OIE will issue a new I-20 for you in 10 business days, which will include your work authorization (page 2).
- **YOU CANNOT BEGIN WORKING UNTIL YOUR CPT IS AUTHORIZED BY OIE AND YOU HAVE YOUR CPT I-20.**
OIE CPT Resources
Cyert Hall, 1st Floor (Atrium Level)
Office hours: Monday-Friday, 8:30-5:00
412-268-5231
www.cmu.edu/oie
oie@andrew.cmu.edu