

CURRICULAR PRACTICAL TRAINING

General Information: Curricular Practical Training (CPT) is a type of off-campus work authorization for international students. Students whose program of study requires an internship or whose academic advisor can verify that the internship adds meaningful experience to the academic program may be eligible to apply. At Portland State University (PSU), if an internship is not a required component of a degree program, then the student must enroll for credit. That credit count towards graduation requirements. CPT authorization is employer specific, so a student must have a job offer and the job must be related to the student's field of study.

Eligibility: International students who wish to gain CPT authorization must demonstrate that they are in valid F1 status. To do this, they must enroll full-time for an entire academic year prior to the CPT start date. At PSU, this requirement is only waived for a student in the Master of Social Work program (because this program of study requires participation in an internship or practical experience from the first term of study).

Part- or Full-time Authorization: A student must be full-time enrolled regardless of whether participation in CPT is part-time or full-time. Part-time CPT authorizations do not accrue against *Optional Practical Training* and therefore are limited only by the number of degree-applicable credits a student may earn for CPT. If 12 months of full-time work authorization are used under CPT, the student gives up *Optional Practical Training*.

Application: Before applying for CPT, a student must secure a job offer and discuss credit-earning options with their academic department. Students should allow at least **5 business days** for application processing and **MUST** not begin working until they have received the I-20 bearing work authorization. This is especially true in the case of extensions (SEVIS does not permit backdating). If an extension is not applied for in a timely manner, then the student must stop working by the date indicated on the I-20 bearing work authorization.

Remember, CPT can only be authorized by PSU's international student advisors. PSU authorizes CPT on a term-by-term basis.

A complete CPT application **must** contain the following documents:

1. CPT verification form (attached) signed by the student's academic advisor or instructor of record.
2. A copy of the completed by-arrangement form signed by the instructor of record and the department chair.
3. A letter (on official letterhead) from the employer including the following information:
 - Job title
 - Physical location where the student will be employed
 - The beginning and ending dates of the employment period
 - The number of hours/week the student will be expected to work
 - A brief description of the work the student will be doing

Please attend one of the many OPT/CPT workshops offered by the Office of International Student and Scholar Services throughout the academic year. Afterwards, feel free to contact your international student advisor either by phone (503-725-4094) or by e-mail: lutherc@pdx.edu or mclaughm@pdx.edu.

ADVISOR Verification Form – Curricular Practical Training

To the advisor,

The student named below wishes to be authorized to work off campus as allowed by the Department of Homeland Security. Before our office can authorize such employment, we must establish that the work the student will be doing provides experience which supplements the academic program of study in a meaningful way. As the student’s academic advisor, it is your responsibility to confirm that the credit awarded for this internship will count toward the requirements for degree completion as outlined in your department and that it is an *integral* part of the student’s degree program. If you have any questions about doing so, please call our office at 725-4094.

Please verify to the best of your ability:

The student’s expected date of completion of studies/graduation: _____

The employment is (please check one):

- _____ a required internship
- _____ required for the completion of student’s thesis/dissertation/OFFICIAL project option
- _____ an optional internship (student will receive _____ credits for CRN _____, **which will count as required degree credits**)
- _____ part of a COOP ED agreement
- _____ other (please explain): _____

Advisor’s name and signature:

Phone or email address: _____ Date: _____

(ECE graduate students only)

ECE Department Chair or Graduate Coordinator’s signature:

Students, please provide the following information:

Your Name: _____ PSU ID Number: _____

Local phone or e-mail address: _____

Employer’s name: _____

Location: _____
(required) Street Address

_____ City State Zip

Employment start date: _____ Employment ending date: _____

Approximate number of hours you expect to work each week: _____ (Please note, employment up to 20 hours/week is considered part time; 21 hours or more is considered full time.)