CHECKLIST FOR CPT

Re: _____________________________________________________________

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given (First) Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEVIS No#</th>
<th>Student I.D. No#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Oakland E-mail address</th>
</tr>
</thead>
</table>

The following action is requested:  F-1 permission for practical training □ Part time □ Full time

Bring all documents requested below completely filled out and signed to your appointment. If your packet is not completed or documents are missing at the time of your appointment with Dave or Petra you will have to reschedule your appointment. The CPT process must be completed each semester.

Required documents to process CPT:

_____1. CPT Academic Advisor Certification Form

_____2. Offer letter from the employer indicating the location, time frame, and duties entailed in the employment.

_____3. Proof of registration to engage in CPT

_____4. Completed I-538 Form (enclosed in CPT packet)

_____5. Current SEVIS 1-20

CURRICULAR PRACTICAL TRAINING (CPT) POLICY

EFFECTIVE FEBRUARY 1, 2006

Undergraduate students:
Students engaged in fulltime Curricular Practical Training (CPT) can be less than fulltime enrolled, registered for at least 6 credits, provided it is in their final two semesters prior to program completion and the CPT is approved by their academic advisor. The underhours form signed by their academic advisor and submitted to the ISSO office is also required.

Graduate & PhD students:
Students doing full time CPT must be registered for at least 1 academic class and have the CPT approved by their academic advisor per term. The underhours form signed by their academic advisor submitted to ISSO is also required. The graduate students can do this for up to three consecutive semesters.

Student at any level doing part time CPT MUST be registered as a full time student (UG-12 credits, GRAD-8 credits)
CURRICULAR PRACTICAL TRAINING (CPT)

Student on F-1 immigration status are admitted to the United States for the sole purpose of earning an education. Being on such status, they are permitted limited employment benefits. On-Campus Employment (up to 20 hours per week during Fall and Winter Semesters and full-time during the summer and other school breaks) is available to all F-1 students who maintain valid status. Off-Campus employment can be engaged only if prior written authorization is obtained. Except for off-campus employment due to Economic Hardship, all other off-campus employment for F-1 students is called Practical Training. Off-campus employment may be called internship, work-study, coop, etc., but for purposes of immigration, students on F-1 status it is authorized only as practical training.

Every student who has maintained F-1 immigration status to pursue a degree objective is eligible to apply for OPTIONAL PRACTICAL TRAINING. The petition for this is made to the U.S. Citizenship and Immigration Services (USCIS) with recommendation from the International Students and Scholars Office. Generally, students avail this benefit when they are close to completion of the degree program. This allows the opportunity to work in the field of study and find an employer who may want to petition with USCIS to continue the employment beyond the practical training months.

There are a few curricula that require a student to engage in off-campus work in order to complete the degree and graduate. Examples of such curricula are Clinical Psychology, Pharmacy, Teacher Training, Social Work, etc. For such students, there is the availability of Curricular Practical Training. The practical training must be an integral part of the curriculum of the student. This is not applicable when a student wishes to get work experience, wants to work during summer months, needs to make money, or has found an employer who desires to hire him or her. There are specific documents that need to be completed for getting approval for CPT. Upon employment authorization for CPT, the International students and Scholars Office must inform the USCIS about the student working off-campus. This is recorded in the employment history of the individual at USCIS. Such authorization is also indicated on the student’s SEVIS I-20.

If a student misrepresents the condition such as drops the courses directly after receiving authorization for a CPT, it may be interpreted as committing immigration fraud. Therefore, USCIS could deny the student other benefits in the future. The student may suffer serious consequences with USCIS and visa issuance on other petitions. There is greater scrutiny by USCIS in recent years and therefore students must make sure that all the information given is correct to avoid any immigration problems. Work related (H-1B) and permanent residence (Green Card) petitions trigger careful review by USCIS of the individual’s employment history. The endorsement for CPT from the International Students and Scholars Office, certification from the professor and other documentation may not be arguable against future unfavorable adjudication by USCIS.
CURRICULAR PRACTICAL TRAINING
Academic Advisor Certification

Note to Advisor: Please read the attached materials about Curricular Practical Training before completing this form.

Name of Student: 

Student ID Number: ___________________________ ; Degree Level: ___________________________

Are you an athlete at OU? Yes No Are you on an assistantship through OU? Yes No

Major Field of Study: 

Expected Date of Completion of Degree: ___________________________

*** Title and Course Number for Curricular Practical Training: ___________________________

Number of Credit Hours: ___________________________ ; Academic Session: ___________________________

Faculty Responsible for the Course: 

Name of Employer: ___________________________

Location of Employer: ___________________________

Dates of Training: ___________________________ to ___________________________

I certify that the above Off-Campus Employment is an important part of the student’s curriculum.

Name of Academic Advisor: ___________________________

Signature of Advisor: ___________________________ ; Date: ___________________________

*** Academic Advisors: Please make sure the title and course # is filled out before you sign it.
**Section A.** This section must be completed by the student, as appropriate. *(Please print or type):*

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Family in CAPS)</td>
<td>(First)</td>
<td>(Middle)</td>
</tr>
<tr>
<td>2.</td>
<td>Date of birth:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Student I-94 number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Date first granted F-1 status (visa date or change of status date):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Level of education being sought (UG, Grad, PhD):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Student’s major field of study:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Describe what is the reason for your practical training with this employer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beginning date:</td>
<td>Ending date:</td>
<td>Number of hours per week:</td>
</tr>
</tbody>
</table>

8. List all periods of previously authorized employment for practical training:

<table>
<thead>
<tr>
<th>A. Previous CPT: Company Name, City and State of Employment</th>
<th>B. CPT dates: in chronological order (oldest to most recent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of student: __________________________ Date: __________

**Section B.** This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

   - The student named above:
     - □ Is taking a full course of study at this school, and the expected date of completion is: __________________________
     - □ Is taking less than a full course of study at this school because: __________________________

   Check one:

   - □ A. The employment is for practical training in the student’s field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
   - □ B. The employment is for Optional Practical Training (OPT). The student is in good academic standing.

10. Name and title of DSO: __________________________ Signature: __________________________ Date: __________

11. Name of school: Oakland University
    School file number: DET214F000763000
    Telephone Number: (248) 370-3358