WHAT IS CPT?

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student’s academic program and granted by the Designated School Official (DSO) at the Office for International Students and Scholars (OISS). CPT is typically done on a part-time (up to 20 hours a week) basis during the school year and can be done on a full-time (over 20 hours a week) basis or part-time basis during vacation periods. CPT gives students the possibility to work off campus or to work for more than 20 hours a week on campus if certain qualifications are met (see eligibility requirements).

NOTE: MSU policy limits the hours a student can work to a maximum of 29 hours a week during fall and spring semesters and full-time when classes are not in session, even with CPT.

CPT ELIGIBILITY

- F-1 students are eligible for CPT after completion of two semesters of full time study (one academic year). Exception: Graduate students whose degree requires immediate participation in an internship may apply at any time.

- F-1 students who are requesting full-time CPT during the academic year must be registered full-time. Students may not take a reduced course load and then apply for full-time CPT. There are two exceptions to this rule: 1) when a program requires that all students who are done with course work proceed to an internship semester or year, 2) when a student is in his/her last semester before graduation.

- Students who are approved for a reduced course load and are applying for part-time CPT will be considered on a case by case basis.

NOTE: CPT will not be granted to students who have finished their program requirements and who are merely delaying graduation to make use of CPT.

TYPES OF CPT

- Required for the degree program: In order for training to be considered “required,” all students in the degree program must be required to complete an internship or practicum in order to receive their degree. Very few programs at MSU have such requirements.

- Integral part of an established curriculum: If the internship is not required, then it must be taken for academic credit. The student and the advisor will need to note the appropriate course number on the CPT Authorization Form, and the student must show OISS proof of enrollment. If the internship takes place in the summer, students can either enroll for an internship credit or connect CPT to a relevant class being taken that semester or the upcoming fall semester.

MORE INFORMATION ABOUT CPT

- You must have a signed, written offer of employment on the employer’s letterhead to apply for CPT. Please refer to details about offer letter requirements under “How to Apply for CPT.” Even off-campus non-paid internships may require authorization by OISS.

- Part-time CPT is defined as working 20 hours or less per week and does not affect Optional Practical Training eligibility. Full-time CPT is defined as working more than 20 hours per week. If you accumulate 12 months or more of full-time CPT authorization, you will not be eligible for OPT.
• If you change employers while on CPT or will work for more than one employer at a time, you need to file a new CPT application. CPT is employer specific; that is, you can only work for the company that is listed on your I-20.

Note: Music students with multiple “gigs” should consult with an OISS advisor.

• You are authorized for specific dates of employment on your I-20. You may **not** begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you **must** reapply for CPT and be approved by OISS. If you work before you are authorized or past the authorized CPT end date, you will be working illegally and could lose future immigration benefits.

• OISS **cannot** authorize CPT with a start date in the past. (Please submit all completed paperwork at least **7 to 10 days in advance of the day you wish to begin working**.)

• OISS will only authorize CPT for one semester at a time unless you are in a **required** internship program that extends beyond the semester. Students must reapply by completing all necessary steps in the process for each semester that they will work on CPT.

• If you will be employed outside of the Lansing area and are using MSU’s Aetna Student Health insurance, please make sure you know which local doctor’s offices and hospitals are in Aetna’s network. If you need medical care and accidentally go to an out-of-network health care facility, you will pay much more for your medical bills than if you go to an in-network facility. Search for in-network health care facilities here: [http://www.aetna.com/docfind/custom/studenthealth/index.html](http://www.aetna.com/docfind/custom/studenthealth/index.html). **Special note for students applying for summer CPT:** Spring semester registration includes a fee for both spring and summer health insurance coverage. If you did not receive a waiver of MSU’s Aetna Student Health insurance, you will automatically have health insurance coverage for the summer term.

**NOTE:** For tips on preparing for The U.S. workplace, visit: [www.oiss.msu.edu/documents/students/workprep.pdf](http://www.oiss.msu.edu/documents/students/workprep.pdf)

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### HOW TO APPLY FOR CPT

1. Meet with your Academic Advisor/Graduate Advisor/Major Professor to discuss appropriate employment opportunities for your major.
2. Find an internship, co-op, practicum, or other position. For assistance, contact MSU’s Career Services Network.
3. Complete the top section of the CPT **Authorization Form**.
4. Have your Academic Advisor/Graduate Advisor/Major Professor complete the bottom section of the CPT **Authorization Form**.
5. Come to OISS during walk-in hours (M-F, 1-3pm) or make an appointment by calling 517-353-1720 to see an advisor and bring the following with you:

- [ ] Passport
- [ ] I-94 card or Printout of the electronic I-94 screen at from CBP website: [www.cbp.gov/I94](http://www.cbp.gov/I94)
- [ ] SEVIS I-20
- [ ] CPT Authorization Form completed and signed by you Academic Advisor/Graduate Advisor/Major Professor
- [ ] Proof of course enrollment to cover all periods of work. A printed copy from StuInfo is sufficient.
- [ ] Employment Letter signed by employer on company/business letterhead giving the following information:
  - [ ] Job title
  - [ ] Beginning and ending dates of employment
  - [ ] Wage/salary/remuneration
  - [ ] Number of hours per week to be worked
  - [ ] Full address of employer
  - [ ] Brief description of work

Once the above documents have been submitted to OISS, a new I-20 will be issued for you in approximately 1-2 business days. You will receive an email to your MSU email address informing you that your I-20 is ready for pick up in room 105 International Center.
CURRICULAR PRACTICAL TRAINING AUTHORIZATION

THIS SECTION TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>□ Bachelors</th>
<th>□ Masters</th>
<th>□ Doctoral</th>
<th>□ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU E-mail:</td>
<td>@msu.edu</td>
<td>PID #: A</td>
<td>Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Employer:</td>
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<tr>
<td>Employer Address:</td>
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<tr>
<td>Job Title:</td>
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</tr>
<tr>
<td>Start Date:</td>
<td>End Date:</td>
<td>Number of hours per week:</td>
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<tr>
<td>Brief description of what type of work will be done and what will be learned:</td>
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</tbody>
</table>

I am enrolled in the course listed by my advisor below during the semester/s stated below and understand that failing to complete the course voids the work permission. If my work permission is voided, I understand that I will lose my F-1 student visa status.

Student’s Signature: ___________________________ Date: _____/_____/_____

THIS SECTION TO BE COMPLETED BY THE ACADEMIC OR GRADUATE ADVISOR

How does this CPT meet the student’s academic objective? (If you need more space please write a letter or write on the back of this form)

Student is pursuing a ________ degree in ________ performance and wishes to pursue a career as a professional orchestral member, professional accompanist &/or artist-teacher of ________.

Has student finished all program requirements at this point?  □ Yes  □ No

All students: Expected Completion Date of Degree Requirements: _____/_____/_____

Graduate students: Expected Defense Date (or Comprehensive Exam Date for non-thesis Master’s students): _____/_____/_____

This CPT is:
□ Required (all students in this major must do an internship or they will not graduate from this program)

□ An “integral part of the student’s curriculum” and is relevant to his/her academic program.

Course Name & Number: ___________________________

Semester Enrolled: ___________________________

Number of Credits: ___________________________

Name (print): Susan Hoekstra / David Rayl / Michael Kroth  Title: Acad. Advisor / Assoc. Dean

Department: College of Music

E-mail: musgrad@msu.edu  Phone: 517-355-9122

Academic or Graduate Advisor Signature: ___________________________ Date: _____/_____/_____