



Office of International Admissions

2501 N Blackwelder · Oklahoma City, OK · 73106 · p. 405-208-5358 · f. 405-208-5279 · ia@okcu.edu · www.okcu.edu

Curricular Practical Training (CPT) Information

Curricular Practical Training (CPT) is defined by the Department of Homeland Security as employment which is an **“integral part of an established curriculum.”** Basic curriculum requirements are as follows:

- Students must be enrolled in an internship course that is a **required** part of a degree program.
- If the internship is **not a required** part of the degree program, academic credit will be given for the internship, and the credit will count toward degree requirements (Academic advisor support letter is required).
- In some rare situations, an employment opportunity is not required and does not count for a course credit but is still an integral part of the established curriculum. If this is the case, please indicate in your advisor’s letter that the opportunity is “an integral part of the established curriculum” of your program and explain how it is integral.
- Students must be enrolled full-time for one academic year (9 months) before they are eligible to apply and must be in good standing with USCIS.

In order to apply for CPT, students must submit the following items to the IA Office:

1. An **academic advisor recommendation form** completed by the academic advisor and the student, or a separate **academic advisor letter**
2. An unofficial OCU transcript
3. A job offer letter from the employer on company letterhead (see attached template). The letter **must** include the following items:
 - a. **Exact address of employment**
 - b. **Exact start and end dates of employment**
 - c. **Supervisor’s name and contact information**
 - d. **Internship job title and detailed position description**
 - e. **An indication whether the employment will be part-time (less than 20 hours per week) or full-time (20 or more hours per week)**
 - f. **An indication that the internship is an integral part of the student’s academic program at OCU**
4. Proof of enrollment in the internship course if applicable

Submit your complete application packet to the IA Office. Your documents will be reviewed, and a new I-20 with the CPT authorization will be issued within 5 business days.

****Please Note**** Students can only be employed by the specific employer, location, and period authorized by the DSO on the I-20. **Approval of CPT is at the discretion of the IA Advisor/Designated School Official and will be approved one semester at a time. IA must justify approval of any CPT to the Department of Homeland Security. CPT is not a substitute for an off-campus work permit. No work permit will be issued by USCIS.**



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**CURRICULAR PRACTICAL TRAINING (CPT)
Academic Advisor Recommendation Form**

Note: This form does not have to be filled out if a separate letter is provided instead.

*This section is to be completed by the **STUDENT**:*

Family/Last Name: _____ First Name: _____

OCU ID Number: _____ Email Address: _____

Phone Number: _____

Current U.S. Address: _____

*This section is to be completed by the **ACADEMIC ADVISOR**:*

1. Degree Level: Bachelor Master Ph.D. Major: _____

2. Expected completion date of degree requirements: _____

3. Name and location of employer: _____

4. Proposed internship **Start Date**: _____ **End Date**: _____

5. Please check one of the options below describing the purpose of the internship:

The internship is a **required and established** part of the degree program

The Internship is not required, but academic credit will count toward degree requirements. A **support letter from the academic advisor is attached.**

In some rare situations, an employment opportunity is not required and does not count for a course credit but is still an integral part of the established curriculum. If this is the case, please indicate in your advisor's letter that the opportunity is "an integral part of the established curriculum" of your program and explain how it is integral.

I attest that I have completed the above information in full, and I recommend that the student be work-authorized for the internship described on this form.

Academic Advisor Signature _____ **Date:** _____

Name Printed: _____



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Template for Academic Advisor CPT Support Letter

This letter is a **required** part of the CPT application packet if the degree program **does not** require an internship in order to complete the degree. **It is not required if the degree program requires an internship in order to complete the degree.**

Please print the support letter on departmental letterhead following these guidelines.

September 16, 2010

Office of International Admissions
Lacy Admissions and Visitors Center

Re: Internship details for Mary Poppins (SID #111-11-1111) Spring 2011

To Whom It May Concern:

Ms. Poppins is enrolled as a full-time graduate student in Education and expects to complete her M.Ed. degree in Early Childhood Education on 05/11/2011. Ms. Poppins will be enrolled in 6 credit hours at OCU during the semester of the CPT internship. I verify that:

- The student is in good academic standing, and he/she is meeting departmental expectations.
- The internship is a degree requirement (either in the degree plan or as a planned option, and *not* added in addition to academic requirements) for the student's academic program.

I have met with the student to establish specific course objectives that the student will be expected to achieve during the internship, such as completing the course with a written report, weekly conferences, oral presentation, and/or employer's reports. There is an understanding between the employer and the department regarding the course objectives, and an understanding that the internship will be completed in satisfaction of degree requirements at Oklahoma City University.

The details of the internship are as follows:

- *(Complete Description of the internship course)*
- *(Catalog Name and Course Number of the OCU internship course for which the student will earn credit)*
- *(Duration of the internship with exact start and end dates)*
- *(The name and address of the company where the student will complete the internship)*

Please contact me if you have any further questions at ext. #### or at iprofessor@okcu.edu.

Sincerely,

I.M. Professor

I.M. Professor



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Suggested Format for Employer's Offer Letter for Internship

Sample Employer CPT Offer Letter **Must Be Printed on Company Letterhead Stationary**

Desktop, Inc.
123 Table Street
Oklahoma City, OK 73106

September 20th, 2020

Ms. Mary Poppins
111 Fairytale Lane
Oklahoma City, OK. 73111

Dear Ms. Poppins:

This letter is to confirm that **(Desktop, Inc)** is offering you employment as a **(Job Title)** from **month/day/year to month/day/year**. This employment offer will serve as Curricular Practical Training (CPT), and it is my understanding that it is an integral part of your academic program at Oklahoma City University.

The location of your training will be **(Physical address)**. Your supervisor will be **(full name of your supervisor and his/her title)**. His/her phone number **(phone number with area code/extension if applicable)** is..., and his/her email **(email address)** is....You will be expected to work **(number of hours)** per week.

Your responsibilities will include **(Detailed position description)**.

Should you need more information, please feel free to contact me.

Sincerely,

Bob Grimmauld

Bob Grimmauld
Human Resources Coordinator