

**Curriculum Practical
Training (CPT)
Office of International
Admissions
Oklahoma City University**

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Oklahoma City
UNIVERSITY

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What is CPT?

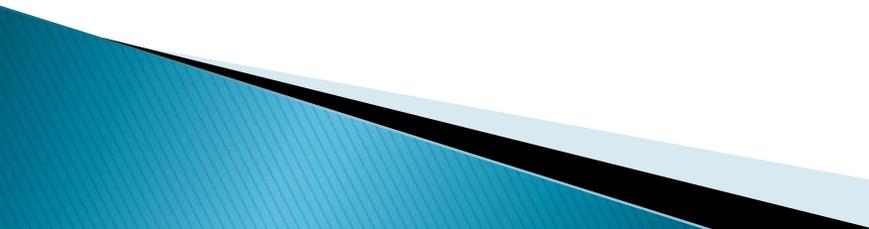
- ▶ CPT is a temporary authorization for practical training directly related to your major field of study—paid or unpaid. CPT is authorized by the OCU International Admissions Office (IAO).
- ▶ CPT includes:
 - Employment
 - Internship Experience
 - Practicum Participation

Hours

- ▶ Full-time: more than 20 hours per week throughout each semester
- ▶ Part-time: 20 or less hours per week in each semester
- ▶ Full-time work load is NOT an option in the fall and spring semesters.

Students who accumulate 12 months (365 or more days) of full-time CPT authorization lose their eligibility for Optional Practical Training (OPT). Part-time CPT authorization, or fewer than 12 months of full-time CPT authorization, does not affect OPT eligibility. Multiple overlapping, part-time CPTs may count as full-time CPT days for OPT eligibility.

Eligibility

- ▶ Currently in valid F-1 status
 - ▶ Have been enrolled full-time for at least one academic year
 - ▶ Will earn internship course credits in your academic department for the CPT experience, or your major requires internship or practicum experience
 - ▶ Have a job offer/internship related to your field of study
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A job offer/internship must be either:

- ▶ Required for all students in your degree program for graduation **OR**
 - ▶ Optional and credit-bearing; this means you have checked with your academic department and confirmed you can earn internship credits in your academic department.
 - ▶ An integral part of your academic program at OCU
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How to Apply?

- ▶ Contact your academic advisor to discuss the internship/job offer
- ▶ Contact the International Admissions Office to confirm you are eligible for CPT
- ▶ Ask your employer to write you a letter following the guidelines in the sample letter included in the CPT packet
- ▶ Your advisor will write you a letter that includes all the details about the internship/job offer (Please refer to the sample letter in the packet)
- ▶ Fill out all the documents in the CPT packet
 - Personal Information
 - Advisor Information/ Advisor letter

- ▶ Submit the CPT packet to the **International Admissions Office (IAO)**. Please send your documents to:

Mr. Hicham Boukhnati
hboukhnati@okcu.edu

- ▶ Processing time is up to 5 business days.
- ▶ Applicants will be notified of the decision via email.

Do NOT start a job or internship until you receive your CPT authorization from the IAO (new I-20).

Steps after CPT Approval

- ▶ Review the information on your CPT authorization (printed on page 2 of your new CPT I-20)
- ▶ Think of your CPT application and authorization as a contract. Follow the rules of the authorization; do NOT work outside of the start and end dates!
- ▶ Notify the IAO of any changes that occur in your internship/employment
- ▶ If your CPT position is paid, apply for a Social Security Number if you don't already have one.

Frequently Asked Questions

❖ Can I change employers?

Since CPT is employer specific, students must apply for a new CPT authorization before they work for a new employer.

❖ Can I change the number of hours I work?

Students may change within the limits of part-time or full-time. For example, students may change from 10 hours per week to 15 hours per week without a new authorization. However, students who want to change from part-time to full-time (or vice versa) must request a new authorization.

❖ **Do I need to have a job offer to apply for CPT?**

Yes, absolutely! Students must have an offer of employment to apply for CPT since the authorization is for a specific employer.

❖ **Is there a fee to apply for CPT?**

No, there isn't. CPT is processed at the IAO for free.



- ▶ **Will I be required to pay Social Security and other taxes?**

In general, F-1 students are generally exempt from Social Security (FICA) taxes for the first five years in the U.S. as long as the student continues to declare nonresident status for tax purposes.

Unless the student qualifies under a tax treaty between the U.S. and their home government, earnings as an F-1 student will be subject to applicable federal, state, and local taxes, and employers are required to withhold those taxes from paychecks. For more information on taxes, consult the Internal Revenue Service website.

▶ **Will I receive an Employment Authorization Document (EAD)?**

No. The CPT authorization on page 2 of the I-20 is a proof of employment eligibility and together with the I-94 record may be used to complete the Employment Eligibility Verification Form I-9 required by an employer.

Please contact the Office of International Admissions with further questions: 405-208-5946 ia@okcu.edu

