1. Student reviews the OGS Curricular Practical Training (CPT) website and completes the required CPT module and quiz in the International Student & Scholar Services course in Canvas.

2. Student applies for positions related to the major field of study indicated on Form I-20 and attends interviews with interested organizations.

3. Student obtains an offer letter for a position with an organization. Student reviews the letter to ensure it contains all the necessary information listed on the OGS Sample Offer Letter (PDF) required for CPT authorization.

4. Student submits the offer letter and the CPT Request Form with Part 1 complete to their Academic Advisor/Dean.

5. Graduate Academic Advisors confirm the student’s GPA to ensure it meets the 3.0+ minimum at the time of application. (If the student is below the 3.0 GPA minimum, the student is ineligible for CPT authorization and the Academic Advisor/Dean cannot sign the CPT Request Form.)

6. Academic Advisor/Dean reviews the letter to ensure the internship is directly related to the student’s major field of study listed on Form I-20 and that it falls within the correct term dates listed on the OGS CPT Eligible Course List. The start date must be far enough in the future that the student has sufficient time to secure OGS authorization (3-5 business days after OGS receives complete materials) and receive the new Form I-20 with the CPT authorization before beginning work.

7. If the student has received CPT authorization in the past and this position is the second or third CPT authorization request, the student must explain the new learning objectives on the CPT Request Form.

8. Academic Advisor/Dean completes Part 2 of the CPT Request Form with student name, expected graduation date, CPT eligible course name and number (may change depending on which iteration of CPT the student is doing), and confirmation of good academic standing. If the form is for a second or third CPT request, the Academic Advisor/Dean must also include two new skills or objectives the position provides. Ask the student to provide these to you if they cannot be gleaned from the offer letter or knowledge of their previous authorizations.

9. Academic Advisor/Dean is responsible for ensuring the student enrolls in the correct course.

10. Academic Advisor/Dean determines if a student may preemptively enroll in the CPT eligible course if they are planning to do an internship but do not yet have an offer (this is common for summer positions). Advise the student on any deadlines for dropping the course if the student does not secure an internship.

11. Students may not drop the course once they are approved for CPT authorization by OGS, as the course is the curricular justification for the CPT authorization. If a student drops the course after CPT authorization is approved by OGS, the student violates F-1 status and jeopardizes legal immigration status. The responsibility lies with the student to not drop the course. Students are reminded of this requirement through various communications: by email when the CPT authorization is approved by OGS, on the CPT Request Form, and in the required CPT module and quiz. Academic Advisors/Deans can also remind students of this obligation.