Curricular Practical Training (OPT) Instructions

Key aspects of CPT include:

- You must have been in lawful status as a full-time student for one full academic year.
- Training must be directly related to your major and you must receive course credit.
- Training may be part-time during the student’s studies or full-time during vacations and holidays.
- Training is limited to 12 month maximum.
- Application I-765 requires a recommendation in SEVIS by the International Coordinator on your I-20 and approval by the USCIS Service Center where the I-765 is mailed for filing.
- The International Coordinator is required to report any change in your address.

You are interested in the CPT program! You will need to complete the following steps:

1. Have your instructor complete the CPT Recommendation letter required by OPSU on the second page of this instruction guide and attach a schedule showing the course you are enrolled in with conjunction to your training.
2. Have your employer complete the CPT Employment Offer on the third page of this instruction guide.
3. Bring the International Coordinator all your documents for preparation of the I-20 and photocopies of your documentation
To: OPSU International Students Office

From:

Date:

Re:

is applying for Curricular Practical Training authorization for employment in conjunction with the following course. This employment is (highly recommended/required) as an integral part of the student’s degree program. The student’s performance during the employment will count significantly towards the grade for the course, and the student will receive (how many) credit hours for successfully completing the course work. The employment will be (full-time/part-time).

Description of work:

Course Name and Number: (please include a copy of the student’s schedule)

Course Supervisor: (Name and Title)

Employer: (Name and address; whether or not the student will receive wages)

Beginning Date:

Ending Date:

Requirements: (Explain requirements for successful completion)
To: OPSU International Students Office
Oklahoma Panhandle State University
PO Box 430
Goodwell, OK 73939
(580)349-1314

From:

Re: Student’s Name

This is to verify that we have provided [student's name] with the opportunity to obtain curricular practical experience in [her / his] field of study. We hope to employ [student’s name] [full-time or part-time] beginning [CPT Beginning Date] through [CPT End Date].

It is our strong belief that employment in our firm will afford [student’s name] the needed opportunity to fully express and apply [her / his] knowledge of [her / his] field of study.

Description of work:

Explain how the job experience is related to the student's degree:

Sincerely,

[employer name]

[company]

[employer address]