



# Curricular Practical Training (CPT) Checklist

*For International Students who are pursuing a CPT experience*

## AUTHORIZATION PROCESS

*The steps that you will need to take prior to participating in your practical training experience — such as an internship or cooperative program (co-op) — may be found below. Please coordinate with the [EXCEL Office](#) to successfully complete your application. Each of these steps is mandatory in order to participate in your desired internship or co-op.*

**APPROVED ACADEMIC INTERNSHIP/CO-OP VERIFICATION FORM:** Your potential employer must complete the [Academic Internship/Co-op Verification Form](#), then it has to be approved by EXCEL office.

**PREREQUISITE DEVIATION FORMS:** Meet with your Academic Advisor so they can complete any online prerequisite deviation forms, if necessary.

**\*RECOMMENDATION LETTER FOR CPT:** Your academic advisor must complete and sign the Recommendation Letter for Curricular Practical Training (CPT); a template will be provided to you by the International Student & Scholar Services Office.

**\*ENROLLMENT VERIFICATION:** Print your Enrollment Verification through your myOswego account. Use the steps at: [oswego.edu/registrar/enrollment-verification-proof-enrollment](https://oswego.edu/registrar/enrollment-verification-proof-enrollment). Your enrollment verification should indicate at least 2 previous semesters enrolled at SUNY Oswego, as well as full-time enrollment for the entirety of your F-1 visa status.

**\*INTERNATIONAL STUDENT INTERNSHIP & CO-OP ACKNOWLEDGEMENT FORM:** Read and sign this form, provided by the International Student & Scholar Services Office.

**\*UNOFFICIAL TRANSCRIPT:** Print your unofficial transcript, found in your myOswego account, indicating your enrollment in an internship or co-op course: [oswego.edu/myoswego](https://oswego.edu/myoswego)

**\*REQUEST FOR AN EXPERIENCE:** "Request an Experience" and fill out your learning agreement in [hireOz by Handshake](#) to be registered for academic credit.

**CPT AUTHORIZATION APPOINTMENT:** Once you are registered and have completed all of these steps, you must bring your complete CPT packet (including all of the materials listed above) to the International Student & Scholar Service Office at 102 Sheldon Hall so that Curricular Practical Training (CPT) may be authorized in your Form I-20. You may not begin your internship or co-op until you receive your new I-20. Please make an appointment for your CPT authorization by contacting [isss@oswego.edu](mailto:isss@oswego.edu)

**\*IMPORTANT:** You must bring all items denoted with an asterisk to your CPT Authorization Appointment.



**INTERNATIONAL STUDENT INTERNSHIP & CO-OP ACKNOWLEDGEMENT FORM**

International students may participate in either on-campus or off-campus internship opportunities during their studies at SUNY Oswego. Please read over the statements below carefully and - depending on the type of internship you will be participating in - complete either the **ON-CAMPUS INTERNSHIP** or the **OFF-CAMPUS INTERNSHIP (CPT)** section of this form to indicate your understanding of the statements below and your agreement to abide by them.

Then, please submit your signed International Student Internship Acknowledgement Form to [iss@oswego.edu](mailto:iss@oswego.edu) along with your approved Academic Internship/Co-op Site Verification Form from the EXCEL Office so that the International Student & Scholar Services Office may review the details of the opportunity before adding their signature.

**NOTE:** The "International Advisor" as mentioned below is a member of the International Student & Scholar Services Office (Maria Koprinsky, Hanna Lee), NOT your academic advisor.

**A. ON-CAMPUS INTERNSHIP**

Complete this section **only** if you will be participating in an **on-campus** internship.

- I understand that the total hours of my on-campus work at SUNY Oswego - including this internship experience, whether it is paid or unpaid - cannot exceed 20 hours per week while school is in session. I am also aware that my Form I-20 will be terminated if I exceed this 20-hour per week limit;
- I acknowledge that I cannot continue to participate in this internship or any other on-campus work after the program end date indicated on my Form I-20 (in other words, my graduation or transfer date). For possible exceptions to this rule, please contact [iss@oswego.edu](mailto:iss@oswego.edu);
- I understand that my ability to participate in this internship and other on-campus work ends if I fail to maintain my F-1 immigration status.

*I acknowledge that I have read the statements above and agree to abide by them:*

Student's name:	
Student's signature:	Date (mm/dd/yyyy):
International advisor's name:	
International advisor's signature:	Date (mm/dd/yyyy):



**B. OFF-CAMPUS INTERNSHIP (CPT)**

All international students who intend to participate in any sort of off-campus practical training during the course of their studies must abide by all rules associated with Curricular Practical Training (CPT) in order to maintain their F-1 student visa status. Please read each of the statements listed below carefully. **Complete this section only if you will be participating in an off-campus internship.**

- I understand that engaging in off-campus employment outside of the CPT authorization period without prior approval by SUNY Oswego’s International Student & Scholar Services Office is considered illegal employment and is therefore a violation of my F-1 status that may result in the termination of my SEVIS record.
- I understand that my CPT experience must be directly related to my major area of study and an integral part of my program’s established curriculum.
- I understand that I am only eligible to engage in CPT employment during the CPT authorization period indicated at the top of page 3 of my new Form I-20 issued by the International Student & Scholar Services Office for my CPT experience.
- I understand that while on CPT, I am only eligible to work for the employer indicated in the CPT authorization on page 3 of my I-20.
- I understand that I must maintain full-time enrollment status throughout the duration of my program of study including while engaging in CPT.
- I understand that I must report all changes of address to the International Student & Scholar Services Office at [iss@oswego.edu](mailto:iss@oswego.edu) within 10 days of the move so that they can update my SEVIS record.
- I understand that I must immediately report any termination of my CPT employment to the International Student & Scholar Services Office so that an updated I-20 can be issued.
- I understand that if I wish to change CPT employers I must repeat the CPT application process through the EXCEL Office and obtain a new Form I-20 authorizing CPT with the new employer from the International Student & Scholar Services Office prior to beginning the new CPT experience.
- I understand that if I wish to extend my current CPT experience, I must submit an updated Request for Experience, a completed Learning Agreement in hireOz by Handshake, a Recommendation Letter for Curricular Practical Training (CPT) from my academic advisor, enrollment verification, and an unofficial transcript indicating that the CPT experience has been registered for credit. I understand that I must receive my new I-20 indicating the extended CPT period before I can continue working.
- I understand that if I exceed 365 days of full-time CPT, I will no longer be eligible for Optional Practical Training (OPT).
- I understand that my passport must be valid at the time of CPT authorization and it is my responsibility to maintain passport validity throughout the duration of my program of study.
- I understand that I am responsible for maintaining health insurance coverage for myself and my dependents while engaging in CPT.

***I acknowledge that I have read the statements above and agree to abide by them:***

Student’s name:

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Student’s signature:

Date  
(mm/dd/yyyy):

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International advisor’s name:

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International advisor’s signature:

Date  
(mm/dd/yyyy):

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