

# Mechanical and Manufacturing Engineering CPT Guidelines and Application Form for International Graduate Students

Curriculum Practical Training (CPT) is a temporary employment authorization for international students to work in the USA on work which is related to their thesis or starred paper. The department guidelines are over and above the guidelines set by CIS.

## Eligibility

Students must have completed all courses required as per their program except the thesis or starred paper. In most cases this would mean that a student with a thesis plan would have completed 24 or more credits towards his/her program and a student on a starred paper plan would have completed 30 or more credits towards his/her program. This excludes ESL and other credits not part of the graduate program.

## Process

1. A student needs to download the CPT form from the CIS forms web site and complete the form. <http://www.stcloudstate.edu/internationalstudies/forms.asp>
  - Check “no” for *internship required for program* and “yes” for *will receive credit for internship*. CIS guidelines: Full-time CPT – registering for only CPT as internship or thesis hours is acceptable IF CPT is integral part of THESIS project/paper or is a required internship. It is recommended that students do not use ALL their available thesis credits.
2. Bring a printout of your latest transcript to your program director. This should indicate all courses are complete except the thesis or starred paper.
3. Bring a letter from the company that is sponsoring you for your thesis/starred paper internship. The letter must show the **start date** and **end date** of the internship which is no more than 11 months in duration.
4. Complete a reduced course load form.

Sign the statement below and attach it to all of the above documentation.

- a. *I am doing a thesis plan for my program, and I have completed 24 or more credits (including transfer credits) required for my program and have no other courses remaining other than my thesis credits. My CPT work is an integral part of my thesis.*

(Sign)

Print Name

OR

- b. *I am doing a starred paper plan for my program, and I have completed 30 or more credits (including accepted transfer credits) required for my program and have no other courses remaining other than my starred paper credits.*

(Sign)

Print Name

FAQ:

1. If I am not eligible for CPT, can I use my OPT? *OPT can be used but it can not be followed by CPT.*
2. The employer has given me a letter offering me a position, but there are no end dates. Am I still eligible for CPT? *No, because CPT is temporary employment and is not for permanent employment. An end date indicates that the nature of employment is temporary.*
3. I initially took CPT approval for one semester; now I wish to continue for another semester. Can I do that? *CIS requires a new application for each extension.*
4. I have gotten a job on the East coast and I am unable to come to SCSU to obtain CPT approval. Can I fax my forms or ask my friend to get signatures? *No, CIS requires you to get approval in person.*