## Directions for ISSS Online Request Forms:

- Visit the ISSS webpage related to your request to access the form or access all available ISSS Forms on the forms dashboard.

- If you are logged in to Office 365 the form will open directly. If you are not logged in, you will need to use your StarID and password to access the forms. Directions on logging into Office 365

- Consult with the Center for International Studies and your academic advisor as needed to ensure you have all information necessary to accurately complete your request online. Refer to the appropriate ISSS webpages for additional information related to your request

- Please contact the Center for International Studies for additional assistance by emailing international@stcloudstate.edu. For specific questions regarding your submitted requests, please e-mail isss@stcloustate.edu.

Once a form is completed and submitted, allow time for your academic advisor and ISSS to review your request. You may log back into this system as needed to check the status of your form(s) in the My Outstanding Requests block in the upper left corner. If a form is sent back to you for additional information or corrections, you will receive an e-mail, or you may log back into the system to view it on your "Task List". Once the form reaches an international student advisor (DSO), allow an estimated 5-7 business days for processing. Processing times may be longer during peak times of the semester. An email notifying you of the decision will be sent to your St. Cloud State email, any new I-20s issued will be attached. This form and any attached documents will be archived in your student record. Completed forms will show in the "My Submitted Forms" block.

## Process Overview:

1. This form may be used to submit the following requests:
   - Curricular Practical Training (CPT)
   - Curricular Practical Training (CPT) with Full-Time Equivalency (FTE): For students participating in full-time CPT (21+ hours/week), intend to enroll less than full-time, and will not be graduating the same term.
   - Curricular Practical Training (CPT) with Reduced Course Load (RCL): For students participating in part-time or full-time CPT, intend to enroll less than full-time, and will complete their course of study (graduate) in the same term.
2. Once the form is submitted, the review process will begin. For CPT, this includes review and recommendations by the following people/groups. An e-mail update is sent to the student at each stage of review.
   - Academic advisor selected in the form
   - International Student & Scholar Services (ISSS) reviewers
3. If a reviewer indicates that the form requires further discussion, information, or correction, the form is sent back to the student to make the necessary changes and re-submit. The student will be notified by e-mail. After re-submission, the request will return to the reviewer who required the correction.

4. Once all of the recommendations are complete, the request will go to an International Student Advisor (DSO) for final review and approval. Once a final decision is made by an International Student Advisor (DSO), the student will receive an e-mail regarding the final decision. If an I-20 is issued, it will be attached.

5. If you would like to cancel your request, you may do so up until your form is submitted to an International Student Advisor (DSO) for final review & approval. You may cancel by opening your request form. Scroll to the bottom of the form, click cancel request, then confirm your cancellation. If you would like to cancel request while it is at the International Student Advisor (DSO) step, please e-mail isss@stcloudstate.edu. Include your student ID#, request type (CPT), and any other details you'd like to include.

## Step-by-Step Instructions to Request Curricular Practical Training (CPT):

**STEP 1 – Access the Request Form**

Visit our webpage for Curricular Practical Training (CPT). Review the information, eligibility requirements, and request details. We highly recommend discussing CPT with your academic advisor and registering for the related course before you begin the request process. You must also obtain an official offer letter from the employer containing all required details as listed on the CPT webpage.

You may access the request form on the CPT webpage or visit forms.stcloudstate.edu. The form will be under "Forms I can Submit" on the top right.

Note: To access the form, you will need to log-in with your SCSU E-mail Login (starID@go.minnstate.edu) & StarID Password.

**STEP 2 – Review Your Information**

The form window will open, and you may begin to complete the request form. Review your information in the top section of the form to make sure it is correct.

Data within this section is automatically populated from the student record system. If your information is incorrect, please close the form and update your information accordingly. You may then re-open the form and continue with your request.

*Changes to address or phone numbers need to be made through e-Services within 10 days of the change.*

### STEP 3 – Semester & Academic Information

**For what semester are you submitting this request?**
[select term] ▼

**Expected Term of Graduation**
[select term] ▼

**Academic Program**
Please select the academic program specific to this request.
[select program] ▼

**Academic Advisor**
Please select the academic advisor specific to this request.
[select advisor] ▼

**INTERNAL ONLY:**
Academic Advisor ID:
starid@minnstate.edu

Select the following information related to this CPT request:

- Semester for which you are submitting the request
- Expected term of graduation
- Academic program related to the CPT request
- Academic advisor related to the CPT request
  - The academic advisor's e-mail will automatically populate.

### STEP 4 – Upload Offer Letter & Add CPT Internship/Employment Details

Read and follow the instructions to complete the details required for your CPT request.

**Curricular Practical Training (CPT) Request**

**Please read through the eligibility requirements on our Curricular Practical Training (CPT) webpage.** You must be eligible for CPT to continue with your request. Please meet with your academic advisor, register for the required CPT course, and obtain an official job offer letter before continuing. If you need further guidance, please contact the Center for International Studies at international@stcloudstate.edu or 320-308-4287.

**Official letter from employer**

An official offer letter from the employer is required to submit a CPT request. The offer letter must be on the company's letterhead and include all of the details below. Missing details will result in a delay or denial of your request.

1. Name, address, and contact information of employer. If the your physical work site is a different location, the letter must also include the worksite name, address, and contact information. If the position is remote, it must be stated in the letter.
2. Description of work to be performed (job duties/responsibilities)
3. Start and end dates of employment appointment
4. Number of hours to be worked per week (letters generally stating part-time or full-time will not be accepted)

Upload Employer Letter

Upload the official offer letter(s) from your employer. You may upload more than one document. The document(s) must contain all required information. Missing details may result in a delay or denial of your request.

**Name of Employer**
Provide the name of your employer (must match offer letter).

**Address of Employer**
Provide the complete address of your employer (must match offer letter).

**Is this address your physical work site location during CPT?**
- ○ Yes
- ○ No

| **Immediate Supervisor Name** | **Immediate Supervisor Phone** | **Immediate Supervisor Email** |
| --- | --- | --- |

| **Number of hours per week** | **Postition Title** |
| --- | --- |

- Part-time: 20 hours or less per week
- Full-time: 21 hours or more per week

**CPT Start Date**
CPT authorizations are semester-based. The earliest you may request your authorization to begin is the day after the end of the previous semester, as long as you are enrolled in the related academic course for the requested semester.

**CPT End Date**
The end date must be no later than the final day of classes for the requested semester.

**Are you registered for the related academic course for CPT?**
Students must enroll in at least one credit related to CPT for each semester (including summer). It is a requirement for CPT authorizations that you earn credit toward your major program of study. Your academic advisor will be asked to verify the CPT course from your course registration.
- ○ Yes
- ○ No

**CPT Eligibility Acknowledgement**
- ☐ I verify my eligibility for CPT authorization, that the internship/practicum is integral to my program of study, and that I understand that working without authorization constitutes illegal employment and will result in the termination of my F-1 status.

Complete the remaining fields of the CPT request section. Several fields must match the information provided in the offer letter. Use accurate spelling or format.

- Name of Employer (must match offer letter)
- Address of Employer (must match offer letter)
- Is this address your physical work site location during CPT?
  - If your work will be conducted at the address of the employer provided above, select "Yes".
  - If your work will be conducted at a different location, select "No". An additional field will appear to provide the work site address as stated in your offer letter. If remote, select the checkbox "Work site location is remote".
- Immediate Supervisor Name (First Name & Last Name)
- Immediate Supervisor Phone Number
- Immediate Supervisor Email
- Number of hours per week (must match offer letter)
  - Provide the exact number of hours per week you will be working.
  - Note: Part-time CPT authorizations are considered 20 hours per week or less. Full-time CPT authorizations are considered 21 hours per week or more.
- Position Title

- CPT Start & End Dates
    - CPT authorizations are semester-based. For semester dates, please visit the [Academic Calendar.](#)
    - Start Date: The earliest you may request your authorization to begin is the day after the end of the previous semester (last day of classes).
    - End Date: The end date must be no later than the final day of classes for the requested semester. If you wish to continue past that date, you must submit an additional request for the next semester following the same process and requirements.
    - The form will not allow you to select dates outside of the date range for the requested semester or select a start date that has already passed.
- Are you registered for the related academic course for CPT?
    - Select "Yes" if you have registered. Your academic advisor will verify the course from your course registration details.
    - Select "No" if you have not registered. You will receive a warning message to speak with your academic advisor to identify the required course and register. You may still submit your request to your advisor. However, your academic advisor cannot move the request forward to ISSS review until you are registered. Your advisor will have the option to send the request back to you for further discussion or correction. Once registered, update your answer to "Yes" and submit the request again.
- CPT Eligibility Acknowledgement

**STEP 6 – Adding Full-Time Equivalency (FTE) or Reduced Course Load (RCL) (Optional)**

Students may opt to include a Full-Time Equivalency (FTE) request based on full-time CPT or a Reduced Course Load (RCL) request if graduating in the same term. This section of the form is not required.

FTE or RCL requests for any other reason must be submitted through a separate FTE or RCL request form with the appropriate reason selected.

Full-Time Equivalency:

To qualify for the Full-Time Equivalency option, students must have entered a number of 21 or more in "Number of Hours per Week" for the CPT authorization. It will appear as a drop-down section beneath CPT Request section.

Please read through the information regarding Full-Time Equivalency. If you wish to add the FTE request, you must select the checkbox to agree to the statement in order to continue with the FTE request. Once the checkbox is selected, the remaining fields for the FTE request will appear.

## Full-Time Equivalency (FTE) - Optional ⌃

**Full-Time Equivalency (FTE)** is a type of authorization that allows a student to be enrolled in less than full-time credits but to be considered full-time to maintain their student status. Students participating in full-time CPT authorizations (21+ hours per week) may request full-time equivalency using this form. *Part-time CPT authorizations are not eligible for FTE.* If you intend to under-enroll, and graduate in the same term, you must complete the Reduced Course Load (RCL) option below for completion of course of study instead. To select that option, your expected graduating term must be the same semester as the request.

If you wish to submit an FTE request for any other qualifying reason, please submit a separate FTE request form. For more information, please visit our Full-Time Equivalency webpage.

Full-time enrollment at St. Cloud State University:
- Undergraduate = 12 credits
- Masters = 8 credits
- Doctoral = 6 credits

☑ I want to include a request for full-time equivalency authorization to under-enroll in the same term of this CPT request, and that the CPT authorization would be full-time (21 hours or more per week). I will not graduate in the same term.

**Academic term for full-time equivalency: Fall semester 2023**
*This will be the same term as selected above for CPT.*

**Course(s) you intend to drop/withdraw**

Please select the courses you intend to drop/withdraw from your course registration. You must remain enrolled in at least 1 credit -- this requirement is typically met with your related academic course for CPT.

Note: If approved, an international student advisor (DSO) will assist you with dropping the courses listed before the withdrawal deadline. If you are withdrawing from a course after the withdrawal deadline, you must review and complete any Registration Petition documents as required by the Office of Records and Registration.

☐ | ABC | 123 | SCSU Course Name

☐ None - no change to current course schedule

**Student Acknowledgement for FTE**

☐ I hereby understand that I must receive prior authorization for full-time equivalency and that it must be relevant to the current academic term.

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Read through the information presented. If you are registered for courses in the requested term, your course registration will appear. If you intend to drop/withdraw any of the courses, please select those you intend to drop/withdraw from the list. If you do not wish to drop/withdraw from any courses, select "None – no change to current course schedule".

Select the Student Acknowledgement for FTE checkbox to complete the FTE request section.

Reduced Course Load:

To qualify for the Reduced Course Load option, students must select the same term for expected graduation as the term of the request. It will appear as a drop-down section beneath CPT Request section.

Please read through the information regarding Reduced Course Load. If you wish to add the RCL request, you must select the checkbox to agree to the statement in order to continue with the RCL request. Once the checkbox is selected, the remaining fields for the RCL request will appear.

## Reduced Course Load (RCL) - Optional

**Reduced Course Load (RCL)** is a type of authorization that allows a student to be enrolled in less than full-time credits but to be considered full-time to maintain their student status. Students who are in their final term of their academic program and will be enrolled less than full time to complete graduation requirements may request a Reduced Course Load for "Completion of Course of Study". This type of reduced course load may be approved only once during the student's academic program.

If you wish to submit an RCL request for another qualifying reason, please submit a separate RCL request form. For more information, please visit our Reduced Course Load webpage.

Full-time enrollment at St. Cloud State University:
- Undergraduate = 12 credits
- Masters = 8 credits
- Doctoral = 6 credits

☑ I want to include a request for a reduced course load authorization to under-enroll in the same term of this CPT request. I confirm that I will complete my course of study in the same term.

**Academic term for full-time equivalency:**
*This will be the same term as selected above for CPT.*

**Course(s) you intend to drop/withdraw**

Please select the courses you intend to drop/withdraw from your course registration. You must remain enrolled in at least 1 credit-this requirement is typically met with your related academic course for CPT.

Note: If approved, an international student advisor (DSO) will assist you with dropping the courses listed before the withdrawal deadline. IIf you are withdrawing from a course after the withdrawal deadline, you must review and complete any Registration Petition documents as required by the Office of Records and Registration.

| ☐ | ABC | 123 | SCSU Course Name | |

☐ None - no change to current course schedule

**Student Acknowledgements for RCL**

☐ I confirm that I am eligible for a reduced course load based on completion of course of study for the semester requested.

☐ I hereby understand that I must receive prior authorization for a reduced course load and that it must be relevant to the current academic term.

Read through the information presented. If you are registered for courses in the requested term, your course registration will appear. If you intend to drop/withdraw any of the courses, please select those you intend to drop/withdraw from the list. If you do not wish to drop/withdraw from any courses, select "None – no change to current course schedule".

Select the Student Acknowledgement for RCL checkbox to complete the RCL request section.

## STEP 7 – Comments or Additional Information

**Comments or Additional Information**
If needed/desired, please provide any additional information pertaining to this request.

Add any comments or additional information in this space that you would like to provide to those reviewing or processing your request. This includes academic advisor, ISSS review, or an international student advisor (DSO).

### STEP 8 – Student Acknowledgement

**Student Acknowledgment**

☑ I confirm that my personal contact information, including email, local & permanent address, and phone number above is correct. If not, this must be updated in e-Services prior to completing this form.

☑ I certify that the information provided in this request is complete and true, to the best of my knowledge.

Read the acknowledgement statements and complete the checkboxes.

### STEP 9 – Submit the Form

After submitting this request, please allow time for your academic advisor to review your request. Once the form reaches the Center for International Studies, please allow an estimated 5-7 business days for your request to be processed. Processing time may be longer during peak times. An email notifying you of the decision will be sent to your St. Cloud State e-mail. This form will be archived in your student record and you can log back in to this system as needed to view the status of your request.

Please contact the Center for International Studes for additional assistance at: international@stcloudstate.edu.

**✔ Submit**    **✘ Cancel Changes**

Click "Submit" to complete your form. This will start the review process. Upon submission, you will see a confirmation message on the screen. You will receive a confirmation e-mail to your St. Cloud State University e-mail address confirming your submission with additional information to guide you through the review and approval process. You will continue to receive e-mails as we update the status of your request.

**ST. CLOUD STATE**
UNIVERSITY

**Thank you.**

Your form has been submitted.

Return to stcloudstate.edu

**St. Cloud State University**
(320) 308-0121
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Congratulations! You've completed your request.

If you need general assistance, please reach out to our office by e-mail at international@stcloudstate.edu or call 320-308-4287.

For specific questions/concerns once your request is submitted, please reach out to International Student & Scholar Services by e-mail at isss@stcloudstate.edu.