

# Clinical Practical Training Guide

## What is CPT

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# Optional Practical Training

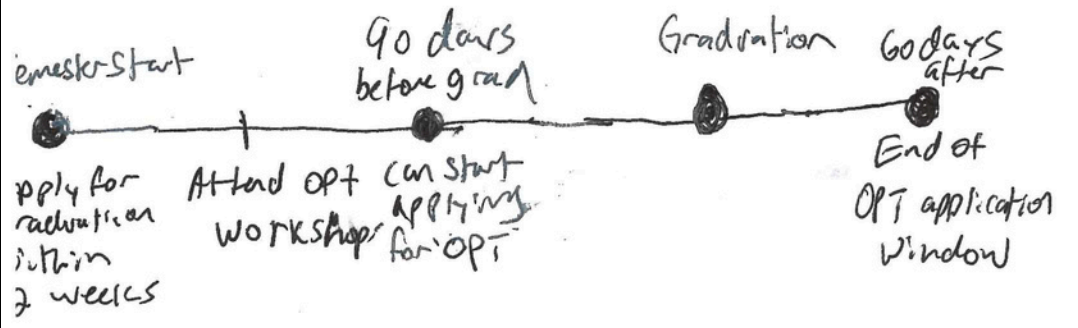
## What is OPT

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## OPT Timeline



## CPT Process

Step 1: Career Services

~ makes sure you get program director approval letter

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Step 2:

Step 3:



## Other Notes

YOU apply for OPT, you have a 90 day grace period. This means that you can have a start date up to 90 days after your EAD card is approved.

- You MUST find a job within these 90 days, so feel free to utilize career services in this search.

- Keep in mind, your OPT 12 months start at your graduation date, so even though you can apply and start after you graduate, it is often better to apply early so you can start close to your graduation date to get as close as possible to your full 12 months.

## Other Notes section

- Students must complete 2 semesters of full time study before becoming eligible for CPT (for example, if you start classes in summer 2023...)



schedule an appt = . . .

schedule appt . . .

Figure out does this apply to all international students - undergrad grad

# CLINICAL PRACTICAL TRAINING GUIDE

## What is Clinical Practical Training? (CPT)

- Part-time training directly related to a student's major area of study
- You must be enrolled in an internship or practicum class in order to be authorized for CPT
- Authorization is for one specific employer and for a specific period of time - has to align with coursework

**Step 1: Career Services**

- Search for your internship on Handshake or on another job service (does not have to say "internship")
- Get an offer letter from your employer and get a program director approval letter - academic advisor
- Make an appointment with Career Services where you will
  - Provide information about your supervisor and professor
  - Create a Docusign
  - Complete all the signatures

*Handwritten notes:* ① site, ② review w/ academic advisor, ③ offer letter, employer supervisor + faculty/internship

**Step 2: Your Departments and College**

- Register for the internship course
- Contact your academic advisor in your department to let them know you will participate in an internship.

*Handwritten note:* Academic


**Step 3: International Office**

- For this step, you will be working with the International Services' online portal
- This is where you will receive your updated I-20
- Follow the guide below, but reach out to Career Services with questions

*Handwritten notes:* OIS → write it out, OIS, Apply for CPT authorization in International Student portal, follow instructions below

Step 4: begin internship : cannot begin employment until work authorization

**INTERNATIONAL SERVICES SAINT LOUIS UNIVERSITY**



- Login using your slU credentials
- Click on the "Student Request Center" button, then select CPT
- Fill out your information in the next section
- "How is this employment curricular" is asking "how is this opportunity related to your major?"
- Your "approver" is your academic advisor or program coordinator, NOT a professor or your international advisor

*Handwritten note:* Complete the form

**Other Notes**

- Students must complete 2 semesters of full-time study before becoming eligible for CPT.
- For example, if you start classes in Summer 2023, you won't be eligible until Spring 2024

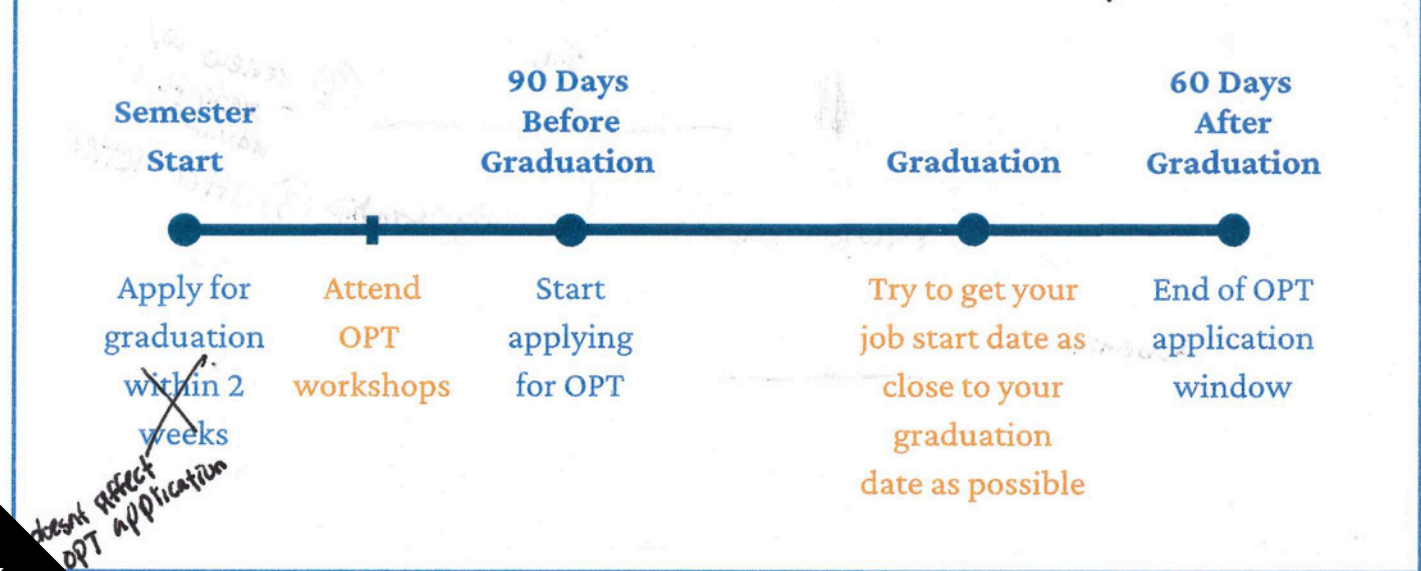
*Handwritten note:* part time in spring + fall semester full time during CPT in summer or final semester up to 20 hours

# OPTIONAL PRACTICAL TRAINING GUIDE

## What is Optional Practical Training? (OPT)

- Full-time training directly related to a student's major area of study
- Authorized by the U.S. Citizenship and Immigration Service (USCIS), and the student is issued an Employment Authorization Document (EAD)

OPT Timeline *can work 12 months OPT on F1 visa per level of education if in STEM field can apply for a 2-year STEM Extension*



**OPT Application Steps**

- Attend the International Office OPT training sessions during spring <sup>OIS</sup> and fall semesters
- Using your new I-20 and other supportive materials, passport, SSN, and visa pages, submit your application for USCIS - Apply for OPT
- Wait for the EAD card shipped to your address (if you are moving after graduation, please make sure that you mail to a trusted friend or family member's address, who is not moving)
- Meet w/ international advisor to apply for OPT

**Other Notes**

- After you apply with USCIS for OPT, you have a 90-day grace period
  - This means that you can have a job start date up to 90 days after your graduation date
  - You MUST find a job before or within the 90-day grace period, so feel free to contact Career Services to assist in your search
- Keep in mind, your EAD will expire in 12 months, so while you may utilize the 90-day grace period, your 12-month count starts on your graduation date
  - This means that if you want to utilize your full 12 months, you should have your job start date near your graduation date
- Make sure you budget your time and financial situation

# CURRICULAR PRACTICAL TRAINING

## What is Curricular Practical Training? (CPT)

- Training directly related to a student's major/area of study (must align with coursework)
- Must be enrolled in an internship or practicum class in order to be authorized for CPT
- Authorization is for one specific employer and for a specific period of time

### Step 1: Career Services

- Search for internship on Handshake or on another job site (does not have to say "internship")
- Review position with academic advisor
- Get an offer letter from employer
- Get an approval letter from academic advisor or program director
- Make an appointment with Career Services to:
  - Provide information about your employer supervisor and internship faculty
  - Create a Docusign
  - Complete all signatures

### Step 2: Your Academic Department

- Register for the internship course
- Contact your academic advisor in your department to let them know you will participate in an internship

### Step 3: Office of International Services (OIS)

- Apply for CPT authorization in the international student portal
- Follow the instructions below



- Login using your SLU credentials
- Click "Student Request Center"
- Select CPT
- Complete the form
  - "How is this employment curricular" is asking "How is this opportunity related to your major?"
  - Your "approver" is your academic advisor or program coordinator, NOT a professor or your international advisor

### Step 4: Begin Internship

- Cannot begin employment until you receive your work authorization

### Other Notes

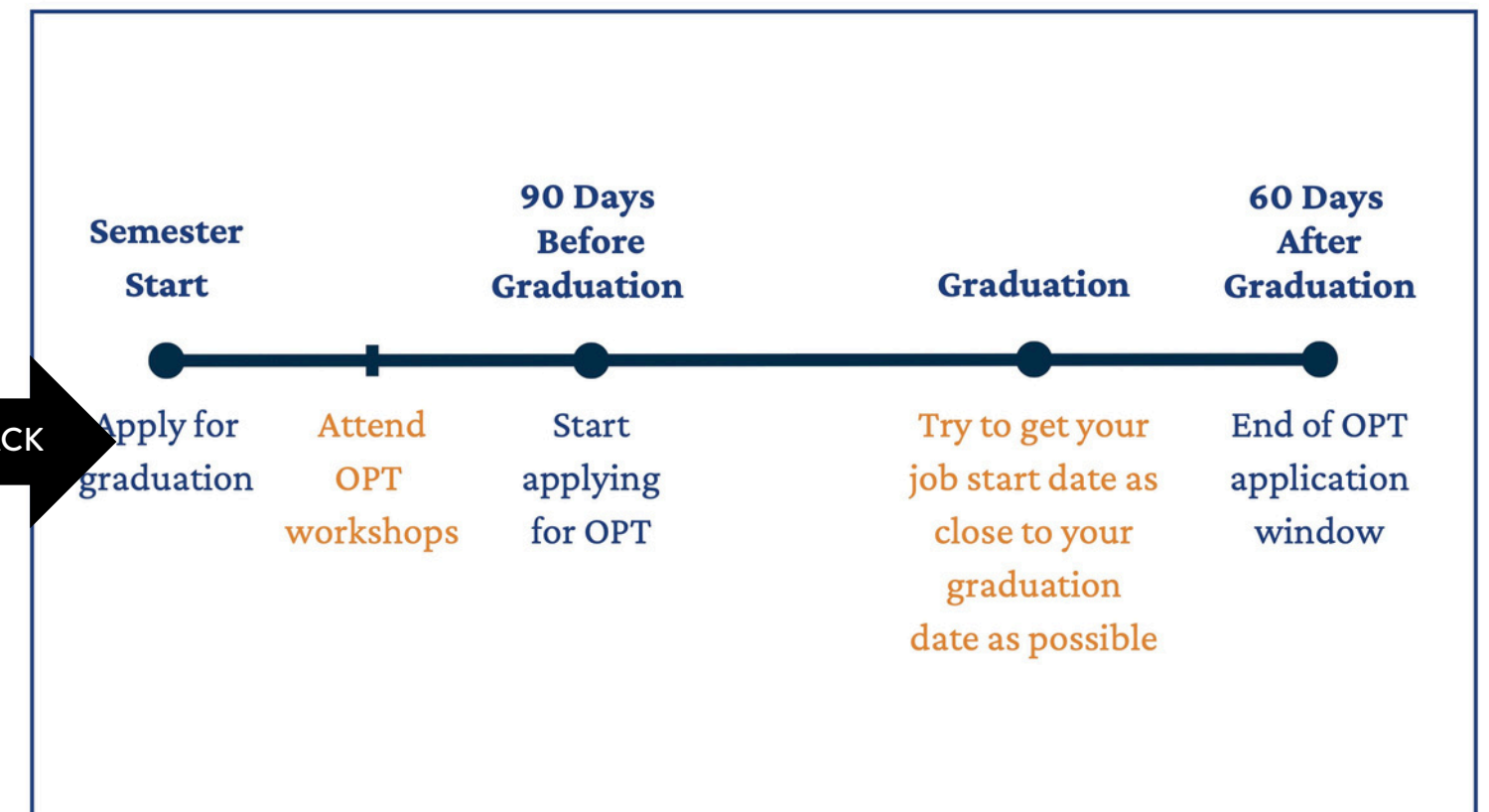
- Must complete 2 semesters of full-time study before applying for CPT
- Students are part-time in the spring and fall semesters and full-time during the summer or final semesters
- For further questions, consult with OIS

# OPTIONAL PRACTICAL TRAINING

## What is Optional Practical Training? (OPT)

- Full-time training directly related to a student's major/area of study
- Authorized by the U.S. Citizenship and Immigration Service (USCIS)
  - Student will be issued an Employment Authorization Document (EAD)
- Students can work OPT for 12 months on an F1 Visa per level of education
- If you're a STEM student, you may apply for a 2 year STEM extension

## OPT Timeline



## OPT Application Steps

- Attend the OPT training sessions during spring or fall semesters
- Apply for OPT and meet with your international advisor
- Wait for the EAD card to be shipped to your address (If you are moving after graduation, please make sure that you mail it to a trusted friend or family member's address who is not moving)