Instructions to Access the CPT Request e-Form

We have moved the CPT request form into an online portal called the Sunapsis iStart Portal. Below are instructions on how to access the portal as well as how to locate the CPT Request e-form. Please note, the IS-130 form will be available within the portal.

**Step 1:** If you are off campus, you will first need to access the VPN in order to access the iStart Student portal. Set-up your computer to log into the Clemson Virtual Private Network, instructions are provided at the links below:

Instructions for Windows OS - [http://www.clemson.edu/ccit/help_support/solution_guides/](http://www.clemson.edu/ccit/help_support/solution_guides/)

Instructions for Mac OS - [http://www.clemson.edu/ccit/help_support/solution_guides/](http://www.clemson.edu/ccit/help_support/solution_guides/)

* The new VPN client must be run from the 32-bit version of Internet Explorer to install properly. Users running 64-bit IE will still need to use the old VPN service or the native Windows VPN client.

**Step 2:** Using Internet Explorer as your browser, visit the URL: istart.app.clemson.edu

**Step 3:** Register your portal by entering your CU/XID and date of birth

**Step 4:** On the left-hand list of forms, select “F-1 Practical Training,” and complete the CPT Request e-form

Please allow 3 business days for processing. You will receive an email from is@clemson.edu notifying you when your updated I-20 has been issued and is available for collection. If you have any questions regarding the e-form, please contact International Services, is@clemson.edu.
Curricular Practical Training
Frequently Asked Questions

What is Curricular Practical Training?
Curricular Practical Training (CPT) is the opportunity to train in your field while enrolled in an academic course guiding the experience and measuring learning outcomes. Students must have completed at least one full academic year before being eligible for CPT.

What is the Cooperative Education program?
Cooperative Education is designed to provide the student with an opportunity to learn under a mentor in his or her field of study. Students are employed full-time, with pay, by a participating company. Companies serve as teaching partners of the University, and the co-op experience becomes an integral part of the student’s education. Semesters of co-op rotations typically alternate with semesters of classes and result in significant full-time experience for each student. Students’ experiences are monitored and evaluated by one of the academic staff of co-op advisors to ensure a successful teaching and learning process.

What is the process to request CPT?
1. Determine if you are eligible to participate in CPT during the intended semester by reviewing the eligibility requirements below.
2. Complete the Cooperative Education Process provided on page 3 of this form.
3. Enroll in the Cooperative Education course and pay required fees.
4. Submit IS-130 Request for CPT Authorization to the iStart Student Portal
5. Allow 3 business days for the review and processing of your CPT application. You will receive an email when the CPT authorization has been issued.
6. Successfully complete all requirements associated with the curricular practical training understanding that the experience will be counted as your full-time enrollment for the term. If you do not attend your practical training placement, your SEVIS record will be terminated for failure to maintain student status.

How many hours am I eligible to work while on CPT?
You can engage in one of two types of CPT, either part-time CPT or full-time CPT. Please see the bullets below for the amount of hours you are eligible to work each week while authorized for the two types of CPT:
- Part-time CPT Authorization: less than 20 hours per week
- Full-time CPT Authorization: more than 20 hours per week

Can I request full-time CPT during the fall or spring terms?
F-1 student visa holders are issued I-20s based on the normal duration of their academic program. For example, most Master’s degrees are completed in 2 years and the I-20 would be issued for a period of 2 years. Per federal requirements, CPT cannot delay a student’s ability to complete their academic program during the normal duration of study. In other words, unless you have taken more than the required minimum for full-time enrollment, then you most likely will not be eligible to engage in full-time CPT during the fall or spring semester. Exceptions to this rule are only made for students with degree programs requiring the internship.

Can I accept a job offer before the CPT is approved?
You can accept a job offer before your CPT is approved, but we encourage you to let your employer know that your eligibility to perform the work is contingent on the CPT approval.

Can I begin working before CPT is approved?
No, it is very important that you understand the serious consequences of engaging in unauthorized work while waiting on your CPT approval. The U.S. government regulations specifically state that students must wait until they receive an I-20 showing the authorization of CPT before they are eligible to begin working. If you work prior to receiving your I-20 for CPT, then you are considered to be engaging in unauthorized work within the U.S. which will result in the immediate termination of your SEVIS record. Unauthorized work within the U.S. is a serious infraction and can result in loss of future benefits or the ability to remain legally inside the U.S.
How long does it take to complete the CPT request process?
The CPT process will require the input of several different people including:
- Your employer
- Your academic advisor
- Cooperative Education Program
- International Services

Keeping this in mind, you’ll want to plan ahead and give yourself ample time to work through the process. The office of international services is the final step in the process and once all required documentation has been submitted you can expect the review and issuance process to take 3 business days.

If I utilize my CPT benefit will I still be eligible for Optional Practical Training?
Students who utilize full-time CPT for 11 months and 28 days will lose eligibility for post-completion Optional Practical Training. Those participating in part-time CPT or less than 11 months and 28 days of full-time CPT will not lose eligibility to participate in post-completion OPT.

How can I find out more about CPT?
If you have additional questions about CPT, you are invited to discuss these questions during CPT Advising Hours offered weekly. To view the schedule, please review our website. Advising is available during these times as a walk-in or phone-in service.

Cooperative Education Program Instructions

1. Print the IS-130 Request for Curricular Practical Training Authorization found under “Forms and Documents” on the International Services website.
2. Print a copy of the offer letter from the hosting company.
3. Complete Parts I and II of the IS-130 form. (CPT start and end dates must match the dates written in the offer letter.)

When these steps have been completed, then the student is ready to call the Co-op Program at 864-656-3150 to schedule the appointment with a co-op advisor. The student must bring the IS-130 form and the offer letter from the hosting company to the appointment.

The Co-op Program shares space with its partner, the Michelin Career Center, located on the 3rd floor of the Hendrix Center.

During the appointment with the co-op advisor, the student will be admitted to the program and will be approved for the appropriate co-op course registration. The co-op advisor will also review the expectations and requirements of the program and will provide additional instructions.

After this meeting, the student will ensure that the academic advisor has also signed the form and then will be ready to submit the IS-130 application and other paperwork to the International Services Office.