Your initial indication that you have a student requesting a Reduced Course Load will be an email like this. Click on the link provided and you will be routed to iStart (you will need to CAS Authenticate).

If your email does not contain a link or contains a broken link, feel free to contact iadvisor@iupui.edu. We can send you a new email with a fresh eForm link. Likewise, if you are not the student's academic advisor, let us know. We can switch advisor's on the student's behalf (within the eForm).

IU INDIANA UNIVERSITY
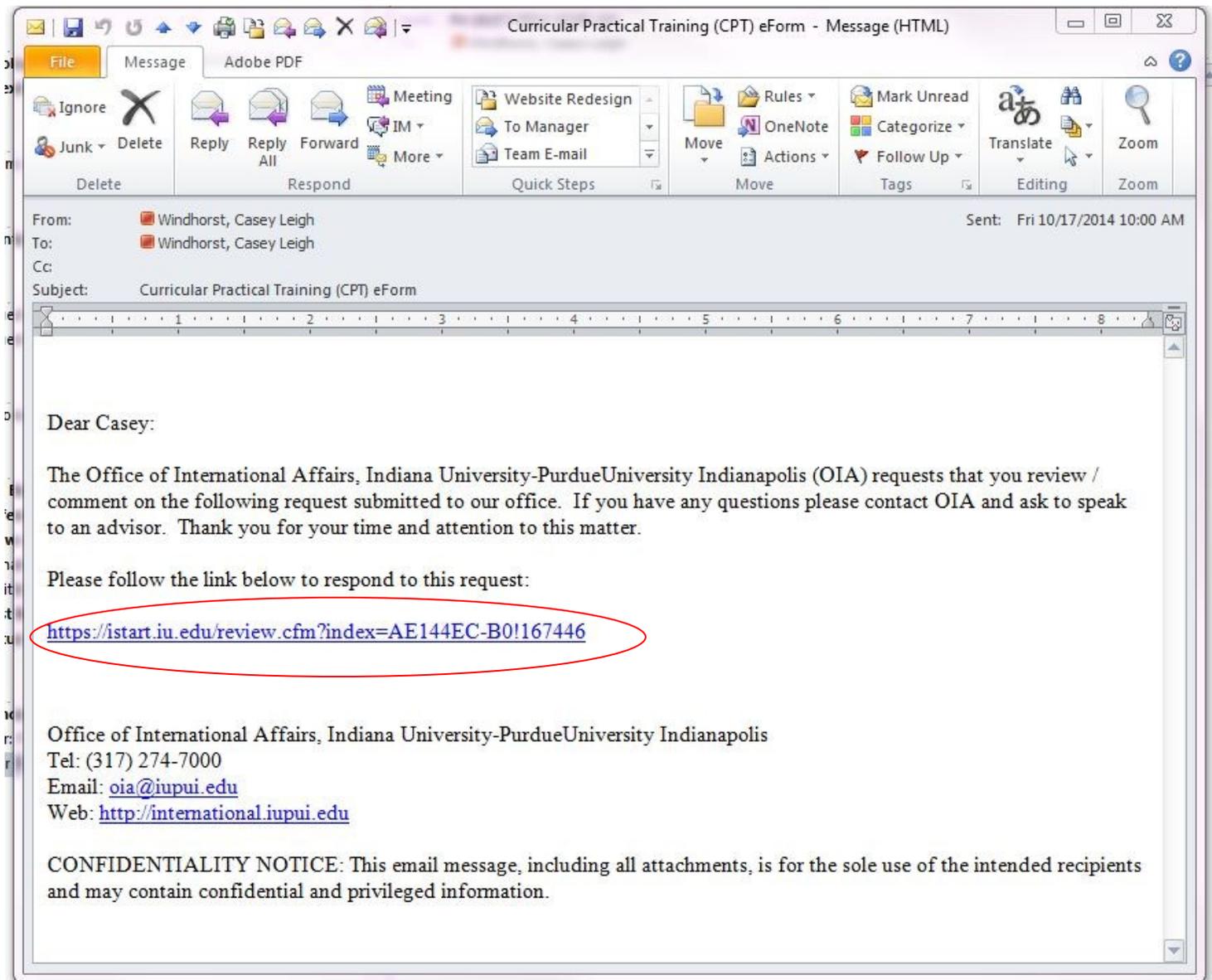
iStart

online services for international students, scholars & staff

🔒 Secure Online Session

Student's Name

Campus: Indianapolis

Network ID: Student's Username

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

[Logout of iStart Services]

F-1 CPT (Curricular Practical Training)

The following links provide you with information submitted as part of the e-form request tied to the following client record:

☑ F-1 CPT (Curricular Practical Training)

☐ = Incomplete	⊕ = Submit Another	ⓘ =
Follow-Up Required	○ = Optional	▢ = Not Yet Available
➡ = Routed to a 3rd Party	☑ = Complete	▨ =
Pending Review	☒ = Denied	▧ = Draft

CLIENT NAME & ID NUMBER: Student's Name AL Student's UID

COMMENTS / REVIEW FOR F-1 CPT (CURRICULAR PRACTICAL TRAINING)

Thank you for reviewing your student's request for F-1 Curricular Practical Training, or CPT. Further details on CPT can be found on the OIA website here. If you find that you have questions or concerns about this student's request, please contact iadvisor@iupui.edu.

You should be able to click on the link above in order to access the information your student has submitted.

We do ask you to give us some information (below) concerning the request for CPT to help us ensure it meets federal regulations for CPT work authorization.

I verify that the student mentioned in this request is currently a full-time student in good academic standing at IUPUI. *   ○ ○ NO   YES

S/he is pursuing a degree in: * [   ]

S/he is expected to meet graduation requirements: *   [Month ▾] [Day ▾] [Year ▾]

I verify that this student's internship or work experience is an integral part of the student's curriculum and that it will count towards his/her degree requirements. *   ○ ● NO   YES

Thank you! It does not appear this student is eligible for CPT at this time. Please contact OIA at iadvisor@iupui.edu if you have additional questions.

Last Updated   10/17/2014 09:58 AM

* required fields   [Submit]

Click here to see what the student has already submitted regarding this work experience

We are really looking to ensure that the work experience is counting towards some part of the student's degree in this question. If the work experience does not count for a degree requirement or is above and beyond the credits the student needs to complete/research the student must finish, then the student is likely not eligible

I verify that this student's internship or work experience is an integral part of the student's curriculum and that it will count towards his/her degree requirements. *   ● ○ NO   YES

Thank you! Please indicate which of the options below describe how the student will be gaining credit for this internship. Select only one option.

Please note, CPT work authorization does require some type of course registration. Options include: an internship course, an independent study course, or thesis/dissertation credits. In order to be used with an *independent study* or *thesis/dissertation* option, we MUST have the requested memo. If you have problems uploading the memo, please email iadvisor@iupui.edu.

The employment will fulfill an optional or required internship that will apply towards the academic program.   ○ ○ NO   YES

The employment will fulfill the requirements for a regular course or an independent study in the academic program.   ○ ○ NO   YES

The employment will contribute materially and substantially to the student's thesis/dissertation/final project research.   ○ ○ NO   YES

Last Updated   10/17/2014 09:58 AM

* required fields   Submit

If the work authorization DOES count toward the student's degree requirements, a second menu should appear.

This section is where you are recording <u>how</u> the work experience will meet a degree requirement. This a very important step as we have to document this information in the student's immigration record. Each option will be described on page 4.

In cases where the work is counting as an optional/ required internship, we only need to know what course (IE: BUPA A529) the student should be registered for.

The employment will fulfill an optional or required internship that will apply towards the academic program.   ○ ● NO   ● YES

The course the student will earn credit for is: *

These internship credits CAN be used as general electives. But, CANNOT be *excess* electives above and beyond the degree requirements.

For example, the degree is made up by 120 credit hours. If approved, this internship will be the 121st credit hour. This work experience is not eligible for CPT unless the student is required to complete an internship to meet a graduation requirement.

The employment will fulfill the requirements for a regular course or an independent study in the academic program.   ● YES   ○ NO

The student will earn credit for the following course: *

Please upload a PDF memo from the **course instructor** indicating how the employment will fulfill the course requirement for the course above. Examples include but are limited to papers or projects. Please be specific and detailed in your explanations. *

Browse... No file selected.

This option should be selected if the student will be completing an independent study that requires the work OR the work is required for a course requirement.

Similar to the above option, the credits earned by the independent study/regular course can be used as general electives to reach the minimum credit hour requirement. Please let us know what course the student should register for.

In addition, we must document how the employment is required by the course. This can be a project, paper, or some other requirement. The memo should be written by the course instructor and be as specific as possible. An example of a memo that accomplishes this is on the main CPT page.

The employment will contribute materially and substantially to the student's thesis/dissertation/final project research.   ● YES   ○ NO

Please upload a PDF memo addressing these questions:*What are the duties of the employment?*What are the details of the thesis/dissertation/project research?*How do the duties of the employment contribute **materially** and **substantially** to the research?*Why is the employment *necessary* for the research?Please be specific and detailed in your memo. *

Browse... No file selected.

This option should be selected if the student will be using the work experience to contribute to their thesis/dissertation/final project research. If the research has already submitted, the student is ineligible for CPT under this category.

If the student has exhausted all research credits for the degree, we can consider enrollment in a placeholder course (such as GRAD G599 or similar course). CAND 99100 will not work for such a purpose.

In addition, we must document how the work experience is necessary to complete research. Merely being *helpful* is not enough. The research advisor should write a memo that thoroughly explains how the work is **necessary** to complete the research in a timely fashion. Please be as specific as possible. An example of a memo that accomplishes this is on the main CPT page.

F-1 CPT (CURRICULAR PRACTICAL TRAINING)	
Employer Name	XYZ
Employer address (note, this should be the site where you will actually be working, not just the HR office).	ABC
Please upload a copy of your job offer letter.	File Uploaded
Please upload a copy of your schedule indicating course enrollment in: an internship course, an independent study course, or thesis/dissertation hours for which your employment authorization is needed. Please note, enrollment will need to correspond to the semester for which you are requesting work authorization. (If you are requesting work authorization from May - August, you will need to have summer enrollment; If you are requesting work authorization from September - December, you will need to have fall enrollment; If you are requesting work authorization from January - April, you will need spring enrollment; If you are requesting work authorization from August - April, you will need both fall and spring enrollment. You will have two CPT requests, one for each semester.)	File Uploaded
Please upload a copy of your most recent I-94 card (this may be either a paper stapled in your passport or a screenshot of your latest electronic I-94).	File Uploaded
Please upload a copy of your most recent visa stamp.	File Uploaded
Please upload a copy of your most recent passport ID page.	File Uploaded
Please indicate the number of hours per week you plan to work.	80
Please list the date you are requesting your work authorization begin. Note, you do **NOT** have work authorization until your request is approved and you have an I-20 indicating work permission.	01/02/2032
Please list the requested end date of your employment:	03/16/2017
Academic/Thesis advisor's name:	Casey
Academic/Thesis advisor's email address (**MUST** be an @iupui.edu email address. Please do not use an email address @cs.iupui.edu)	cwindhor@iupui.edu
Re-type Academic/Thesis advisor's email address (**MUST** be an @iupui.edu email address. Please do not use an email address @cs.iupui.edu)	cwindhor@iupui.edu

Attached File(s):

CPT Enrollment Verification (client e-form)	Updated on 10/16/2014
Visa Stamp (client e-form)	Updated on 10/16/2014
CPT Offer Letter (client e-form)	Updated on 10/16/2014
I-94 Card (client e-form)	Updated on 10/16/2014

By clicking on the link highlighted on page 2, you should be able to see what the student submitted regarding the employment experience. All the documents, including the offer letter can also be viewed (at the bottom).

Once you have submitted the eForm request, you should see the screen above. In addition, you should get an email such as the one below. Once the CPT has been reviewed by an OIA advisor, you will get a confirmation email like the one on page 6.
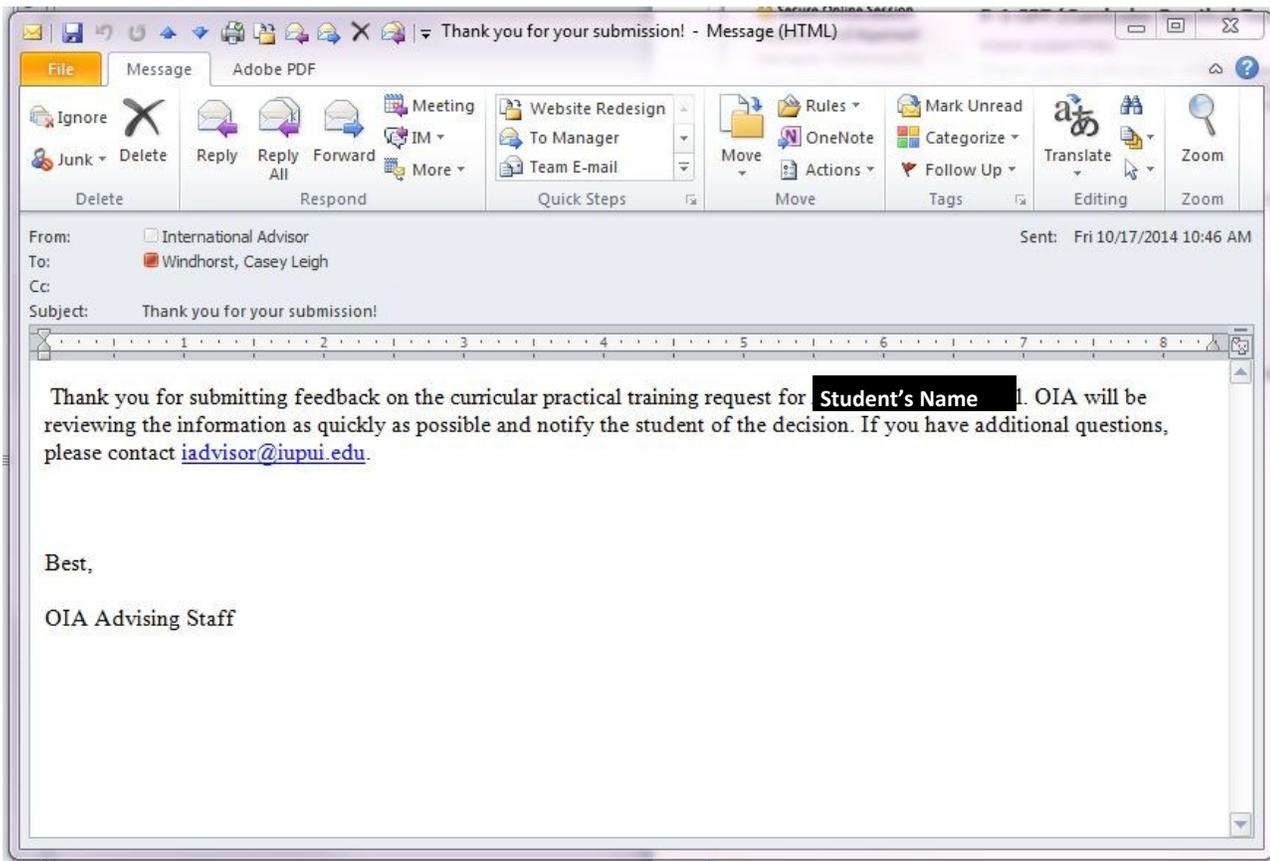
CPT Approval - Message (HTML)

File   Message   Adobe PDF

From: OFFICE OF INTERNATIONAL AFFAIRS   Sent: Fri 10/17/2014 10:50 AM
To: Windhorst, Casey Leigh **Student's Name**
Cc:
Subject: CPT Approval

Dear **Student's Name**

Your request for CPT has been approved. You may pick up your new I-20 from the OIA Front desk. You will notice the work authorization on page three. Please be sure to sign it once you pick it up.

Best,

Casey