



My ISS Portal Procedures: Curricular Practical Training (CPT)

1. Visit my.iss.denison.edu to access the My ISS Student Portal.
2. Click on the “Login” button at the right of the screen.

DENISON My ISS Portal

LOGIN

International Student Services offers students who have been educated abroad the tools, guidance, and instruction to engage and perform at their optimal level in the U.S. academic domain.

To that end, we provide a comprehensive pre-orientation program for entering students, one-on-one advising on the academic, social, and personal challenges associated with living and learning in an unfamiliar culture, and continuing education on the immigration regulations, requirements, and expectations pertinent to the non-immigrant student visa.

For more information on orientation for incoming international students, please visit [Pre-O International Student Orientation](#).

Whenever you need help, please feel free to stop by International Student Services in Burton Morgan 417. If you are having an issue or need to discuss something that will take more time, we ask that you use the links below to make an appointment.

[Make an appointment with Marilyn Andrew](#)
[Make an appointment with Dorota Kendrick](#)
[Make an appointment with Chad Buckwalter](#)

Hours	Location
Sunday: Closed	Office: Burton D. Morgan Center 417
Monday: 8:30 am-4:30 pm	Address:
Tuesday: 8:30 am-4:30 pm	

3. Click Student/Faculty/Staff and the “Submit” button - enter your Denison login credentials (this is the same username and password you use for MyDenison)

International Student Services - Denison University

DENISON My ISS Portal

Welcome to My ISS Portal : International Student Services

In order to continue, you will need to be logged-in. This page will guide you through the steps of authentication.

Please indicate how you will be logging in:

☒ **Student/Faculty/Staff** Login using your Denison login credentials

- I am a current/recently admitted student who has active Denison login credentials.
- I am a faculty/staff member who has active Denison login credentials.

☐ **Student on OPT or STEM OPT**

- I am a former Denison student who is currently on active Post-Completion OPT and/or STEM OPT.

Submit

Senior Checklist
[Check out the Senior Checklist for the Class of 2020! \[View Details\]](#)

4. Click on the “Employment Options” menu heading

DENISON My ISS Portal

Employment Options

Getting a Driver License or Ohio ID Card

International Friendship Program

Maintaining Your F-1 Status

Resources for International Students

Social Security Process

Tax Information and Workshops

New International Students

Travel

Announcements

Sign Up for the next Social Security Administration/Bureau of Motor Vehicles Trip

Hours

Sunday: Closed	Location
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5. Click on “Curricular Practical Training” - the screen will drop down and more information will appear. Click “Apply for CPT.”

Employment Options

There are multiple types of work authorizations available to Denison international students. Each type of work authorization has different rules, processes, and timelines. Some are authorized by Denison University's International Student Services and others must be approved by the U.S. Citizenship and Immigration Services. Please read the information below to learn more about each type of employment.

Please review this guide to help you prepare to apply for employment: [What Employers Should Know about Hiring International Students](#)

On-Campus Employment

Curricular Practical Training

Cooperative education and internship programs allow students to obtain practical work experience in their field of study. In order for F-1 students to participate in off-campus work experiences, immigration regulations require students to receive academic credits for the work experience, unless it is a required component of their degree program. U.S. Citizenship and Immigration Services refers to this kind of off-campus work experience as Curricular Practical Training.

Eligibility Requirements

- Undergraduate students must have completed one academic year (nine months) in F-1 visa status
- Students must be in legal F-1 visa status, in good academic standing, and making normal, satisfactory progress toward completion of their degree
- The type of employment must be directly related to a student's major

For more information and to apply for Curricular Practical Training (CPT), please click the button below. If you have already started an application, do not start a new one. Please go to your [User Home Page](#) to continue working on your application.

Apply for CPT

Optional Practical Training

24-Month STEM OPT Extension

6. Please select the term you would like to do your internship - this will most likely be the Summer 20XX term that is listed.
7. This will create a new Record under your portal account. The new record will be called Curricular Practical Training (CPT)(F-M). The new record will open immediately but is also available in your User Homepage under the heading “Records.” You can access this record at any time. Please read and

follow the “Instructions” listed on your CPT Record.

Request:	Curricular Practical Training (CPT) (F-M)
Term/Year:	Fall, 2019

Instructions

In order to apply for CPT, please review the CPT Guidelines and mark as read in the Learning Contents section.

Additionally, the following documents must be submitted:

- Upload a detailed original letter from your prospective employer on company letterhead indicating **the job title, place of employment, beginning and end dates, number of hours of work per week & a brief description of the work** in the Attached Documents section below.
- A ***Curricular Practical Training Recommendation*** which is to be completed by a faculty member. The following options are available to students:
 1. your academic advisor - indicating that the internship/employment is required of the major or an individual course, **or**
 2. by the INTD 201 instructor, Dr. Gina Dow.

After completing all requirements, click the **Submit** button at the top of the page.

Prior to requesting a recommendation, please share your Employer/Offer letter with your advisor.

8. After you have read the instructions, please click on the “CPT Guidelines” link under “Learning Content.” Read the information provided in this link and click “Mark as Read.” CPT will not be approved if this step is not completed.

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Completed
CPT Guidelines	<input type="checkbox"/>

Learning Content : CPT Guidelines

CPT Guidelines

Curricular Practical Training (CPT) (F-M) (Fall, 2019)

Curricular Practical Training (CPT) is employment, which is an “integral part of the established curriculum”. Such training is defined as, “*alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school*”. The student must have been lawfully enrolled on a full-time basis for at least nine consecutive months to be eligible to apply for CPT. *The employment/internship must be directly related to the student's field of study* and be required of the major or associated with earning credit.

Students who use less than 12 months of CPT will retain eligibility for Optional Practical Training (OPT). When employed under CPT, individuals who hold student visas are not required to pay Social Security taxes or Medicare withholding.

Criteria for eligibility:

- The internship/off-campus experience is a required component of the degree program or course related to the student's field of study.
- The internship is connected to specific coursework such as INTD 201 (internship seminar), Organizational Studies, The Oak Ridge Science Semester, The Philadelphia Center program, for which credit is earned.

The internship must also be filed with The Knowlton Center for Career Exploration to verify that the position is approved as an institutionally sponsored extended education internship or work-study program, ie. Denison Internship Program (DIP).

Students are **REQUIRED TO HAVE A SPECIFIC JOB OFFER** before applying for CPT.

The U.S. Citizenship and Immigration Services (USCIS) **does not** issue an Employment Authorization Document (EAD) for CPT and there is no application fee. Once the application has been completed and your I-20 has been annotated with the employer/organization information and endorsed by the Principal/Designated School Official (PDSO), employment may commence.

**** Students who have completed all coursework are not eligible for Curricular Practical Training ****

PrintMark as Read

9. In order to move forward with your CPT request, you will need to have a job offer and upload the job offer letter to this page. The requirements for this letter are in the “Instructions” section. Click on “Choose File” and select your employment/job offer letter from your computer - this should be in either .jpeg or .pdf format. Next, select the document type as “Employer/Offer Letter.” Finally, click “Upload.”

Attached Documents

The following files have been attached to your record. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this record by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File no file selected

Upload

✓ - select document type -
Employer/Offer Letter

10. The final step is to request a letter of recommendation from either your faculty advisor or from the professor teaching the internship courses - INTD201/INTD202. You should share the offer letter with your faculty advisor or internship course instructor prior to requesting the recommendation. Click on the red link - "Request Electronic Recommendation." Follow the instructions listed on this page. If you do not need to enroll in INTD201/INTD202, please type in your faculty advisor's name in the section labeled "Keywords" and click "Search." Select your faculty advisor's name and click "Next." This will automatically email your faculty advisor for a recommendation.

Recommendations

To send an e-mail to a recommender, click the envelope icon next to the name.

Requests

Completed

Curricular Practical Training (CPT) (1 required) Select 'Request Electronic Recommendation' below to send a request to your Faculty Advisor.

Note: Please review CPT Guidelines and share your Employer/Offer letter with your advisor prior to requesting a recommendation.

You will not be able to submit this request until this recommendation is marked off as completed. Please communicate with your Faculty Advisor to ensure they have all the information they need and to confirm your recommendation is submitted in a timely manner.

If you select 'View/Print Recommendation Form' below, you must bring the completed Recommendation to ISS to get this requirement marked off as complete.

View / Print Recommendation Form **Request Electronic Recommendation**

✉ Chad Buckwalter



Record : New Recommendation

Request a recommendation from a faculty member with this form. If you cannot find the faculty member's email address with this search form, use the printable recommendation form available through the link on your Program Record Page. ✕

User Search

Directory Lookup:

To request a recommendation from an individual at your institution, enter the first/last name or email address of the person in this field and click on the 'Search' button.

For students applying for Curricular Practical Training (CPT):

- If you **are registered for the INTD 201/202**, please search for Dr. Gina Dow for your recommendation.
- If you **do not need to enroll in INTD201/202**, please list the faculty member in your department who will approve your internship request.

Keywords:

Search >

Manual Entry

11. The final step is to click on the "Submit" button at the top of the CPT Record page. This will send your CPT request to the Knowlton Center and International Student Services for approval.
12. You will be contacted by International Student Services when your I-20 has been updated with the CPT authorization and it is ready for pickup.