• Please note that the information and requirements presented are as of 2/18/2011.
• Please check with Directorate of International Students Advising (DISA) – 4th Floor Boucke Building for any questions you might have
• The DISA Employment Information Form is available at 4th Floor Boucke Building and ISS website
• Please see these websites for more information
  -http://www.global.psu.edu/international_students/f1_optional.cfm
  -http://www.global.psu.edu/international_students/f1_curricular.cfm

Notes from the OPT – Optional Practical Training Session

- must be in school for at least one academic year to be eligible for OPT
- The OPT is for 12 months period
- Do not send the real/original I-20 to U.S. Department of Homeland Security (send the copy)
- You need to send all I-20 documents you have including ones from undergraduate program (if you studied in the US. for a bachelor degree)
- You can apply for OPT without a full-time position in-hand
- **Timeline of when you can apply for OPT is presented in the PowerPoint slides on the Student Exchange Webpage**

Notes from the CPT – Curricular Practical Training Session

- Since an internship is not required by MBA program, students must register for one credit course during the summer to be eligible for CPT
- Carol and Robin will assist with the registration process
- Students do not need an offer to register for the course but **MUST** have an internship offer before applying for CPT with DISA
- The one (1) credit class for the summer internship counts towards your GPA but not towards your total number of credits.
- CPT is not required; F-1 students can stay for the summer without a job (as long as your visa does not expire during that period). From a program standpoint, all students are encouraged to have an internship.

- When you have an offer, you must ask the employer to issue the offer letter or email so that you can apply for CPT. Please refer to the PowerPoint slides on the Student Exchange Webpage for the letter requirement and details.

- You must have a position in-hand to apply for CPT.

- An employer does not have to fill in any extra paperwork except for issuing the offer letter that match DISA’s requirement for a summer internship; no “sponsorship” is required.

- An employer is required to complete a supervisor evaluation form at the end of the student’s internship. (Carol will send an email to the student for forwarding to the supervisor).