BU Wheelock Reference Sheet Academic Field Programs and CPT Authorization

I. Intended Audience

This document is intended for the following at BU Wheelock:

- F-1 Visa International students
- Department chairs, program faculty, and academic advisors
- BU Wheelock staff (as reference)

II. About this Document

This document clarifies the BU Wheelock process for F-1 Visa international students in academic field-based courses that require <u>Curricular Practical Training (CPT)</u> <u>Authorization</u>. It allows program faculty and academic advisors to ensure that their F-1 Visa students know about CPT Authorization well in advance of field placement and have ample time to address questions with the <u>International Students and Scholars</u> <u>Office (ISSO)</u>. As a result, F-1 Visa students will be able to successfully complete the CPT process on time and avoid any delays to their field placement.

Please Note:

- a. **Table in Appendix A** (p. 3): See this chart for academic field-based courses that do and do not require CPT authorization.
- b. **ISSO Advisor to BU Wheelock:** Contact <u>Chris Moca</u> (for graduate students) or <u>Sylvia "Sam" Lynch</u> (for undergraduate students) if you have any questions. Use the ISSO <u>Appointment Scheduling</u> system to schedule a time.
- c. **ISSO Advisor On Call** (<u>Click Here</u>): Use this option if you need immediate assistance for urgent questions.
- d. **Frequently Asked Questions** (Click Here): See the *Important Links* section for frequently asked questions from both newly admitted and continuing students.

III. The BU Wheelock Process

Impacted students need a field placement before they can apply for CPT authorization. To avoid delays to the start of field placement, students need to apply for CPT authorization <u>at least</u> 2-3 weeks before their placement is scheduled to begin. Impacted students <u>cannot</u> be on site unless they have the required CPT authorization. They need to:

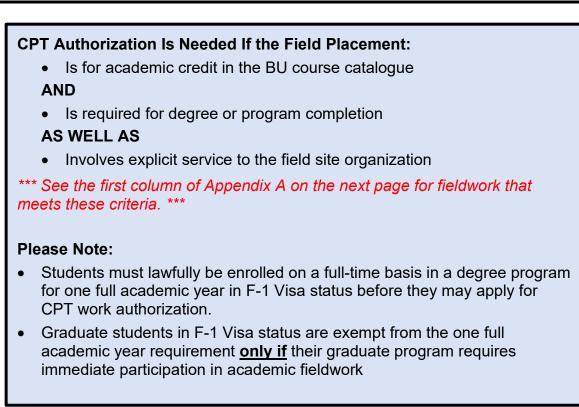
- a. Read the ISSO <u>CPT Authorization</u> page. See the steps in: *Begin Your Request for CPT Authorization*.
- b. Log into the <u>ISSO Portal for Students</u>. Go to the Request Center and initiate a *CPT Add New* request.
- c. Follow the instructions in the portal. Upload any required documentation, including the <u>TEMPLATE Endorsement Letter (ISSO)</u> completed by their faculty advisor or field placement coordinator.

Notes to Student:

i. Have the Endorsement Letter signed and ready to upload **<u>before</u>** you log into the ISSO portal.

- ii. In the portal, under CPT Employment Information, put the field site for Employer Name and the field site supervisor or BU Wheelock program supervisor for Supervisor's Name.
- d. Ask their BU Wheelock faculty advisor, program director, or placement coordinator to approve the request via the automated email from the student's BU email address with subject header: *BU ACADEMIC APPROVAL REQUIRED FOR ISSO PROCESSING*.
 - i. **** Note to Faculty**:** The faculty member clicks on the e-form link in the email to review and approve the student's CPT request.
- e. Comply with all additional directives as indicated by the ISSO liaison to BU Wheelock.

IV. Criteria to Determine if CPT Authorization Is Needed



V. Special Notes

If you are a F-1 Visa student in a field placement listed in Column A on the next page, then:

- You need CPT regardless on campus or off campus field placement
- You need CPT regardless paid or unpaid field placement

If you are <u>**not**</u>F-1 Visa status and need work authorization, then contact <u>Chris Moca</u> (for graduate students) or <u>Sylvia "Sam" Lynch</u> (for undergraduate students) in the ISSO.

Appendix A: Field Placements That Do And Do Not Require CPT Authorization

The chart below specifies BU Wheelock field placements that Do and Do Not require Curricular Practical Training (CPT) Authorization. **Please Note:**

- It is derived from the **baseline minimum** for each field program regarding the required level of service and participation during the fieldwork.
- New academic field programs will be included when they become finalized.

Column A: CPT AUTHORIZATION IS REQUIRED	Column B: CPT AUTHORIZATION IS NOT REQUIRED
 Applied Human Development internship (major and minor) 	 Courses not tied to academic credit (extra experience for the resume)
● Child Life (all)	 Courses that occur at the field site
• Counseling (all)	 Methods courses with a field
 Early Childhood Leadership, Policy, and Advocacy internship 	assignment • Miscellaneous:
 Sports Psychology practicum 	○ ED200, ED413, TL509
 Teacher Education practicum 	 Teacher education pre-practicum
• TESOL Non-Licensure: TL613	
 Undergraduate Pathway field-based experience 	

** Certain courses in Column B may be revisited periodically to determine if a change in CPT status is warranted. **