

CHHS Guidelines for

International Students and the Center for Global Engagement requirements

Curricular Practical Training (CPT)

- Identify international students who are expected to be in an internship/clinical/practicum (hereafter referred to as “internship”) at least 2 months prior to the start of the semester of the internship course.
- Initiate the CPT document – advisor and student complete their portions and send the document to the Associate Dean for Students (P. Weber).
 - Link: <https://www.indstate.edu/ips/current-students/resources/cpt>
- Documents need to be submitted to CGE at minimum, 3 days prior to the start of the internship. The internship must be approved by the Designated School Official (DSO) at the Office of International Programs and Services prior to the student starting the internship. The student must have a new I-20 with the approval before starting the internship.
- Items needed:
 - Associate Dean to provide to the CGE. Student and advisor need to provide the job offer letter and a copy of the internship description. The advisor needs to ensure the academic plan is updated and accurate.
 - Academic Advisor’s Recommendation for CPT form
 - Original job offer letter (letter from the internship site accepting the student)
 - Academic Plan
 - Copy of internship/practicum description from school bulletin or course syllabus
 - Student to provide to the CGE
 - I-20
 - Copies of your passport, visa and I-94 card
 - Form I-538 completed (the top)
 - Valid proof of medical insurance

Progress to Degree (Graduation)

- Student notifies academic advisor of the need for a letter and plan for her/his sponsoring agency.
 - Student provides the name of the person needing the letter.
- Academic advisor verifies the plan in MySAM is accurate (from the semester of the request through to each semester until student is expected to graduate).
- Academic advisor notified Associate Dean for Students (P. Weber) of the need for the letter and the name of the person the student identified needs the documents.
- Associate Dean prepares the letter for the requesting agency, signs said letter, uploads a PDF version along with supporting documents and sends documents electronically to the student (cc: El-Houcin Chaqra; Maria Chaqra).
- Student uploads documents to the embassy/requesting agency.

Online Course

- Prior to the start of the course, student notifies academic advisor of the need for a letter and plan for her/his sponsoring agency to enroll in an online course.
 - Student provides the name of the person needing the letter.
- Academic advisor verifies the plan in MySAM is accurate (from the semester of the request through to each semester until student is expected to graduate) and the need for an online course.
 - International students are limited on the number of credit hours they may take online
- Academic advisor notifies Associate Dean for Students (P. Weber) of the need for the online course and letter and the name of the person the student identified needs the documents.
- Associate Dean prepares the letter for the requesting agency, signs said letter, uploads a PDF version along with supporting documents and send documents electronically to the student (cc: El-Houcin Chaqra; Maria Chaqra).
- Student uploads documents to the embassy/requesting agency.

I-20 Extensions (form)

- Student notifies academic advisor of a request for an extension to remain at the University to complete a degree.
 - Student provides the name of the person needing the letter.
- Academic advisor verifies the plan in MySAM is accurate (from the semester of the request through to each semester until student is expected to graduate) and the justification for an extension. The request may be denied by the advisor if the student did not follow the recommendations of the advisor.
- Academic advisor notifies Associate Dean for Students (P. Weber) of the need for the extension and the name of the person the student identified needs the documents.
- Associate Dean prepares the letter for the requesting agency, signs said letter, uploads a PDF version along with supporting documents and send documents electronically to the student or student picks up the form (cc: El-Houcin Chaqra; Maria Chaqra).
- Student uploads documents to the embassy/requesting agency.

Optional Practical Training (OPT)

- For permission to work in a job related to the field of study of the student. The requirements are listed on the following link: <https://www.indstate.edu/ips/current-students/resources/opt>
- Student must meet with her/his academic advisor and complete the proper form, located on the following link: https://www.indstate.edu/sites/default/files/media/ips/pdfs/opt_application_packet.pdf
- Academic advisor notified Associate Dean for Students (P. Weber) of the need for the document to be reviewed and submitted to the CGE.

Needed by the CHHS

- Identification of courses (UG and G) that require work in an agency & syllabus.
- General description of the expectations of the student in the agency for each course.
- Advisors need to notify CGE if International student is falling behind in courses.