

What is Curricular Practical Training (CPT)?

CPT refers to an academic training, paid/unpaid internship, or practicum which is required by the student's academic program at CSUDH or to complete as a course requirement to make progress towards the completion of a degree. CPT must be an integral part of the established curriculum. The approved Curricular Practical Training (CPT) employment authorization is endorsed on the 2nd page of the student's I-20. Any work done prior to the CPT authorization is considered a violation of USCIS regulations and can jeopardize F-1 status.

Degree Requirements vs. Course Credit

- Degree Requirements – An academic training is required to complete a degree. This requirement must be stated in the CSUDH catalog as a degree requirement.
- Course Credit – An academic training to receive a course credit. A student must enroll in the course concurrently while the student is using CPT.

Duration of Curricular Practical Training

CPT authorization will only be given for **one semester at a time**. You must submit a CPT application form and an employer letter for each CPT request. The start date of the training must coincide with the enrolled term. CPT cannot begin before the semester start date, and must end, on or before the semester end date.

Example

Internship Term	Earliest Internship Start Date (Semester Start Date)	Latest Internship Date (Semester End Date)	Deadline to submit to CPT Request Form
Spring 2017	01/21/2017	05/19/2017	Add & Drop Deadline of Spring
Fall 2017	8/21/2017	12/18/2017	Add & Drop Deadline of Fall

CPT work time

	Full Time	Part Time
Maximum Hours per Week	40 Hours * ONLY permitted during the Summer break	20 Hours
Effect on OPT	If you are approved for 12 months or more of full time CPT, you are not eligible for the Optional Practical Training (OPT).	Part time CPT is counted at one half the rate of full time CPT. Approved part-time CPT period less than 12 months will not be deducted from Optional Practical Training (OPT).

*The work hours include combined any on-campus employment and the authorized CPT.

Employer Specific Authorization

You are **ONLY** authorized to engage in employment as listed on your I-20 and should not continue working if you change your employer. You must notify the International Student Services Office.

Eligibility

- Full-time enrollment for two consecutive semesters prior to CPT (excluding Winter and Summer)
- Have an internship offer related to your field of study/major.
- Enroll in the CPT course during the semester you plan to participate in CPT (if required for a course)
- Good Academic Standing: Undergraduate minimum GPA 3.0 Graduate minimum GPA 3.5

How to Apply

1. Speak with your academic advisor or internship advisor about selecting the appropriate course to participate in CPT.
2. Search for an internship opportunity, and obtain an internship offer from your employer.
3. Complete CPT Application Form – Meet with your academic advisor for Section 3 **Advisor's approval** (bring your internship offer letter)
4. Enroll in the required course and print out the proof.
5. Make an appointment with an advisor in International Student Services and bring CPT Documents.
6. Pick up the new I-20. *If you cannot pick up your application in person, you must fill out Third Party Consent Form to authorize someone to pick it up for you.

CPT Application Processing

- It takes five (5) business days to process your CPT request.
- Your application will not be expedited.
- You may not start work until you receive the new I-20 with the employment authorization under CPT.
- We recommend you apply at least two (2) weeks prior to the start date of employment.
- You are permitted to work only for the employer that is listed on your I-20 and within the approved dates.
- If you change employer, a new application must be submitted with an updated employer's letter.

Extending your current CPT

You must follow the CPT application procedure mentioned above. CPT will not automatically be extended with an offer from your employer.

Sample Internship / Employer Letter

(On Company Letterhead)

Date

To: International Student Services at CSUDH,

This letter is written to confirm the internship/employment offer for (Name of Student) at our company. (Name of Student) has been offered an internship as a (Title of the position) and will be working under the direct supervision of (Name of Supervisor) from (Starting Date) to (Ending Date).

The internship will include (Description of Job Duties and number of hours working per week), and this will (Relationship to the Academic Program).

If you have any questions, I can be reached at (Supervisor's contact information).

Sincerely,

Signature

Name

Title