

International Student Services

CPT Information Handout

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.

Internship Term	Earliest Internship Start Date	Latest Internship End Date	Deadline to submit CPT Request Form to ISS
Spring	First day of semester	Last day of semester	Add/Drop Deadline for the semester (Check Academic Calendar)
Summer	First day of semester	Last day of semester	Add/Drop Deadline for the semester (Check Academic Calendar)
Fall	First day of semester	Last day of semester	Add/Drop Deadline for the semester (Check Academic Calendar)

CPT Work Hours

	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 will not affect OPT eligibility.

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

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 internship course or equivalent during the semester you plan to participate in CPT (if required for a course)
- Must be in good academic standing.
- Cannot be on **Academic Probation** to be eligible for CPT.

Employer Specific Authorization

You are only authorized to work with employer listed on your I-20 and should not continue working if you change your employer. You must notify the International Student Services Office.

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 of enrollment
5. Meet with an advisor in International Student Services to discuss CPT eligibility and submit CPT documents
6. CPT work authorization is issued upon review and approval from ISS. New I-20 will be issued with CPT work authorization

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 CPT employment authorization from ISS.
- 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. This process **MUST** be completed by the Add/Drop deadline of the semester.

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: <Student's Full Name>,

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

<Employer's Full Name>

Title

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