F-1 CURRICULAR PRACTICAL TRAINING (CPT)

General Guidelines

Curricular Practical Training (CPT) is a type of off-campus employment authorization (paid or unpaid). This enables international students in F-1 status to engage in practical training (internships, co-ops) in their field of study prior to completing their degree.

You may engage in CPT only if you have already received written approval on your Form I-20 from an International Student Advisor. Any off-campus employment undertaken prior to receiving written authorization or outside of the authorized dates is considered a violation of F-1 immigration regulations and could result in the termination of your F-1 student SEVIS record.

CPT is employer specific and is authorized on a semester-by-semester basis. You must limit your employment to the employer, location, and duration authorized on your Form I-20. If you need to change employers and/or would like to continue CPT employment next semester, you need to submit a new CPT application to the ISSS office in a timely manner.

Only Part-time CPT (20 hours or less/week) can be authorized in the Fall and Spring semesters. Full-time CPT (more than 20 hours/week) can be authorized during the Summer semester or for students whose program requires a full-time internship.

Eligibility Requirements

In order to be eligible to receive CPT employment authorization you MUST:

- Be in valid F-1 status and have been enrolled as a full-time student for one academic year (Fall and Spring semesters)
- Be in good academic and disciplinary standing (minimum cumulative GPA of 3.0 for graduate, 2.0 for undergraduate)
- Attend an F-1 Employment Workshop offered by the ISSS office
- Be enrolled in an internship course for the semester in which you will engage in CPT
- NOT be on an extension of your master’s project or thesis or comprehensive exam
- Be making academic progress by enrolling in a full-time schedule and fulfilling degree requirements. Submit an RCL with the CPT application if it’s your last semester and you will not be full-time, and you will be enrolled in degree requirements upon submitting this application to ISSS.
- Apply for OPT if there are no other degree requirements to fulfill, or obtain a letter from your department advisor confirming when you will be enrolled in degree requirements (e.g., project courses).
- Not engage in Independent Contractor positions (1099). These positions are not permitted for CPT.

Application Process

STEP 1: Complete the following requirements.

☐ View CPT Tutorial offered by the ISSS office.
☐ Obtain an employment offer letter from your prospective employer*. The letter MUST include ALL the information below:
  - Be on company letterhead, signed by your employer, and dated within the last 3 months,
  - Job title;
  - Description of general day-to-day work responsibilities/duties;
  - Employment start and end dates;
  - Exact physical address where you will work (street number and name, city, state, postal code, and suite/building number);
  - Number of work hours/week: Full-time (more than 20 hours/week) or part-time (20 hours or less/week).
☐ Submit your employment offer letter and F-1 CPT form to your academic/major advisor to review and sign.

*If you plan to continue a previously approved CPT with the same employer, submit an updated offer letter.

STEP 2: Register for your CPT course

☐ Register for your internship class. Also ensure that you are registered for a full-time course load if applying for CPT during the fall or spring semesters. If you do not need to register for a full course of study, then you must submit a Reduced Course Load (RCL) form (http://www.sjsu.edu/isa/forms/index.htm) with your CPT application.

STEP 3: Submit the following documents to the ISSS office by the CPT deadline. (Please check our website for current CPT deadlines).

☐ Completed F-1 CPT application

STEP 4: Pick up your new form I-20 at the ISSS office.

☐ You will receive an email from the ISSS office when your CPT petition is approved and your new I-20 is ready.

Disclaimer: Any advice provided to you by ISSS staff and any information on our website, forms, etc. should not be construed as legal advice. Due to the fluid nature of governmental interpretation, the immigration law, regulations, and eligibility requirements for benefits may change at any time. It is your responsibility to seek professional legal advice if you have case specific concerns.

v: February 2019
F-1 CURRICULAR PRACTICAL TRAINING (CPT) - SECTION 1

Student Information

Name: ____________________________________________

Family Name: ____________________________________

First Name: ______________________________________

SJSU ID #: ____________________________ Telephone #: ________________________ E-mail: __________________________________

Do you already have a Social Security Number (SSN)?

Yes ☐ *No ☐

* When you pick up your CPT I-20, you will receive a support letter and instructions on how to apply for a SSN application.

I am requesting CPT employment for (ONE term per form): FALL ____________; SPRING ____________; SUMMER ____________

Employment Information

Name of Employer: ____________________________________________________________________________________

Is this a staffing company? ☐ No ☐ Yes ☐ Name of staffing company: _____________________________________________

Are you working remotely ☐ No ☐ Yes ☐ Address: ___________________________________________________________

(The physical location of where work will take place.)

Student Certification

Please read each statement carefully. By signing below, you certify that all of the following is true:

- I understand that I may NOT start my employment until my CPT application is approved by an International Student Advisor and I receive a Form I-20 with CPT employment authorization for the employer and dates specified in my CPT application.
- I understand that my CPT work authorization is employer and date specific and that if I work for another employer, or work outside the employment authorization dates of my CPT I-20, or start working before my CPT application is approved, I will be considered to be in violation of my F-1 status and my SEVIS record will be terminated for unauthorized employment.

Student's Signature: ___________________________________________ Date: _________________________________

FOR ISSS STAFF

☐ Date Received: ________________________

☐ Dated Employment Letter (w/in last 3 months)  
  ○ Job title
  ○ Job description /duties
  ○ Employment start & end dates
  ○ Physical U.S. address
  ○ Number of hours per week
  ○ Letter signed by employer

☐ Spring & Fall Term: “Are you enrolled full time?”
  ○ Yes – Accept CPT form
  ○ No – Return to student and “Please submit an RCL petition with the CPT form.”
  ○ RCL submitted – Accept

☐ DSO Verification
  ○ 1 AY Completed
  ○ CPT course enrollment
  ○ Full-time enrollment
    (Not required for Summer CPT unless final term)
  ○ Academic Standing
  ○ Summer CPT: Check for fall enrollment

☐ DSO Approval
  DSO Name: ________________________________
  Date: ____________________________________

☐ At Return
  ☐ Email Notification: _______________________

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F-1 CURRICULAR PRACTICAL TRAINING (CPT) - SECTION 2

To Be Completed by the Student

1. Student Name: ___________________________________________ SJSU ID #: ______________________________

2. Please indicate:
   a. Major Field of Study _________________________________________________________________
   b. Internship Class Name / Class Number (For Example: CS 180) ____________________________

To Be Completed by the Academic Advisor, Department Chair, or Dean

Please read each statement carefully. By signing below, you certify that all of the following is true:

● I have reviewed the information listed above and, to the best of my knowledge, it is complete and accurate.
● I have reviewed the employment offer letter and the proposed work experience is directly related to the student’s academic program (major).
● The class listed above is considered to be an internship class.
● The proposed work experience will not interfere with continued satisfactory progress towards graduation.
● I confirm that the student is making academic progress by enrolling in a full-time schedule and fulfilling degree requirements.
● If the student will be in their last semester and they do not need to enroll in a full-time schedule, the student is submitting an RCL with the CPT application and is enrolled in degree requirements upon submitting this application to ISSS.
● The student will apply for OPT if there are no other degree requirements to fulfill, or obtain a letter from their department advisor confirming WHEN they will be enrolled in degree requirements (e.g., project courses).

Is this work experience necessary for the completion of the internship class?  * Yes ☐  No ☐

*To be granted CPT, the work experience MUST be a requirement to complete the internship class

The information below is required for regulatory purposes. Please complete all fields.

Print Name: ___________________________________________ Signature: _________________________________

Title: ________________________________ Department: ________________________________ Date: ______________

Telephone: ______________________________ Email: ____________________________________________

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