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## Curricular Practical Training (CPT) Applications and Instructions

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Curricular Practical Training (CPT) is temporary work authorization that allows F-1 students to gain practical experience that is an “integral part of an established curriculum” through practicums, internships, or any other work experience off campus that is either required for your degree (as defined in the course catalog) or for which academic credit is awarded. CPT may be used full time or part-time. CPT is required for any F-1 student who will be engaged in any kind of off-campus work experience whether it is paid or unpaid. Please see below regarding volunteer work. Any work that is done off-campus must be discussed with your DSO prior to commencing work to ensure you have the proper work authorization.

### Eligibility for CPT

- CPT can only be used *during* a student’s program of study.
- The F-1 student must be in status at the time of application.
- The F-1 student must have been in lawful F-1 status for one full academic year (nine months) preceding the CPT application. EXCEPTION: Graduate students whose degree program requires immediate participation in an internship may apply at any time.
- CPT must be credit bearing. Each semester that a student is engaged in CPT, he/she must be enrolled in an internship course or connect CPT to a relevant class being taken in that semester.

### Qualifying CPT Categories

In order to qualify for Curricular Practical Training, the employment must comply with at least one of the conditions listed below. The first two categories apply only to students who still have required coursework left to complete:

1. It fulfills a required or optional practicum/internship in the student’s academic program;
2. It fulfills the requirements for a regular course (i.e. service learning component) or elective in the student’s academic program, OR
3. The proposed employment contributes “materially and substantially” to your thesis/dissertation as indicated by your advisor.

*Note: The authorized CPT period should reflect only the amount of time necessary to gather the essential data.*

**If the work does not meet one of these categories, the student must apply for Optional Practical Training (OPT) if he/she wants authorization to work off campus.**

## More Information on CPT

- **Part time CPT:** Employment of 20 hours or less per week.
- **Full time CPT:** Employment of more than 20 hours per week.
- **Volunteer Work:** If the position is a traditional “volunteer” position, meaning that no one else performing the same job duties is compensated for his/her work/time, CPT authorization may not be necessary. Please verify volunteer positions with a Designated School Official prior to taking part in such activities.

Page 2, CPT Application form, con't.

- Applicants must first have an offer of employment to apply for CPT.
- CPT is authorized only one semester at a time unless the student is in a *required* internship program that extends beyond the semester. If the student would like to continue to work beyond the authorized semester, he/she must apply for an extension of CPT in advance. Such students should contact a Designated School Official for more details.
- There is no limiting, cumulative maximum period; however, use of full-time CPT for one year or more eliminates your eligibility for Optional Practical Training (OPT). Part-time CPT does NOT affect eligibility for Optional Practical Training.
- CPT is limited to the location and dates indicated by a letter of offer from the company where the student will be working. The student must make a new request prior to any changes or modifications in the CPT activities.
- CPT may NOT be used in the first semester unless it is a mandatory part of your degree program as published in the Pacific Oaks College Academic Catalog or your course syllabus.
- CPT is NOT considered to be for the primary purpose of employment; rather it is for the purpose of enhancement of one's academic program.

## How to Apply for CPT

Review the *CPT Application and Instructions* carefully. Make an appointment to see a Designated School Official (DSO) if you have any questions. When your application is complete, turn in the materials to the Center for Achievement, Resources and Enrichment (CARE) at least two weeks prior to starting work for review and processing.

The required components of an application for CPT consist of the following items:

1. An employment letter from the employer\*. The letter should be on letterhead and should clearly state the job title (e.g. intern, trainee), the job description, the location of the job (i.e. city, state), the exact starting and ending dates, the number of hours per week, and any salary agreements. (If any detail is missing, CARE will not be able to grant CPT.) See attached sample letter. A contingent offer letter may still be sufficient, if for example, the job offer is valid only upon passing a background check.
2. The *Advisor's Curricular Practical Training Recommendation Form* completed and signed by your Academic Advisor. If the work will be done as part of a course (i.e. service learning component), or thesis/dissertation, please have your instructor/advising professor complete this form. Your Department's Associate Dean will also need to sign this form.

3. The *CPT Authorization Request Form* signed and completed

Authorization for CPT does not require USCIS adjudication. As such, there is no cost to apply. Approval for CPT is done in house by a Designated School Official and is noted on the third page of your I-20.

When your CPT I-20 is ready, CARE will email you to pick it up. You will need to show this to your employer as proof of your work authorization. However, you should retain the original CPT I-20 for your records.

**REMEMBER:**

**You CANNOT begin employment until you have been granted work permission for CPT on your I-20 by a Designated School Official.**

**If you wish to continue work beyond the expiration of your CPT, you must apply to extend it *before* it expires.**

**CPT is not granted retroactively!  
Pacific Oaks College**

## CPT Authorization Request Form

***STUDENT: Please complete the following and submit this form with the other required application materials.***

### Biographical Information

Last Name:		First Name:			
Address:					
City:		State:		Zip:	
Email:		Phone Number:			

### Degree Program Status

Department of Study:		Level of Study:	
Check one:	<input type="checkbox"/>	I have not completed all coursework required for my degree	
	<input type="checkbox"/>	I have completed all coursework required for my degree and am just working on my thesis	
I will complete my degree (month/year):			

### Employment History

Have you used CPT prior to this request at <i>another</i> institution?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, what level of study were you pursuing at your previous institution?				
Have you used CPT prior to this request at this institution?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, list the dates of CPT authorization and indicate if it was PT or FT CPT:			Part Time	Full Time
			Part Time	Full Time
Are you currently employed on campus?	<input type="checkbox"/>	Yes	No	No. of hrs/week:
<b>Note: While on CPT, you may not engage in more than 40 hours total work between your on campus job and CPT internship.</b>				

Proposed Curricular Practical Training					
Exact location for CPT must be specified	Name of supervisor:				
	Name of employer:				
	Employer address:				
	City:		State:		Zip:
	Telephone:		Fax:		
	Email:				
Internship job title:					
Start Date:		End date:		No. of Hours/Week:	
How is the Curricular Practical Training you are seeking related to your program of study?:					
Name of course taken for CPT credit:					
Course Number:					
Semester enrolled in above course: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:					

<i>I plan to be enrolled for the above course during the semester stated above and understand that withdrawal from the course voids the work permission. If my work permission is voided and I continue to work, I understand, that will be out of status and my SEVIS record will be terminated. Additionally I verify that I have read the CPT application instructions and understand the rules and regulations pertinent to CPT.</i>	
Student's signature:	Date:

**Pacific Oaks College  
ADVISOR'S CURRICULAR PRACTICAL TRAINING (CPT)  
RECOMMENDATION FORM**

**Directions:** If the internship/practicum is required for your program, this form should be completed and signed by your Academic Advisor and the Associate Dean of your department. If the work will be done as part of a course (i.e. service learning component), or thesis/dissertation, please have your instructor/advising professor and the Associate Dean complete and sign this form, . Once the form is completed, submit it with the other required documentation for Curricular Practical Training authorization to the Center for Achievement, Resources and Enrichment (CARE).

Student Information	
Student's First Name:	Student's Last Name:

Department: \_\_\_\_\_

Degree: \_\_\_\_\_

**Proposed Curricular Practical Training**

Name of employer: \_\_\_\_\_

Employer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Internship job title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

No. of Hours/Week: \_\_\_\_\_ This position is \_\_\_\_\_ paid \_\_\_\_\_ unpaid \_\_\_\_\_

This CPT (check one):  
 1. Is a required or optional internship/practicum in the student's program or \_\_\_\_\_ nents for a regular course or elective in the student's academic  
 2. Fulfills the \_\_\_\_\_ program requ \_\_\_\_\_ terially and substantially" to the student's thesis/dissertation  
 3. Contributes "ma

Name of course taken for CPT credit: \_\_\_\_\_

Course Number: \_\_\_\_\_

Semester enrolled in above course: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_

If the student qualifies for CPT on the basis of #3 above, please provide an explanation of what are the academic goals and objectives of the proposed CPT and how the student's progress will be evaluated?

**Academic Advisor and department's Associate Dean:** I attest that the student's proposed CPT is an "integral part" of the student's academic program and recommend the above student for CPT authorization for the stated dates and location.

Advisor's Name (Written): \_\_\_\_\_

Advisor's Department: \_\_\_\_\_ Advisor's Title: \_\_\_\_\_

Advisor's Phone: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean (Written): \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature:

SAMPLE - must be submitted on employer letterhead

Wording must be similar to the following:

SKY BLUE, INC.  
1492 Neptune Drive  
Mars City, Pluto 07777  
201-000-1111

April 1, 2013

Mr./Ms. Ideal Student  
10 Canal Street  
Venus, Milky Way 92655

Dear Mr./Ms. Student:

This is to confirm that Sky Blue, Inc., is offering you internship employment as a Small Craft Designer for XXX months starting September 9, 2013 and ending December 15, 2013. This employment will serve as "curricular practical training" as part of your academic program at Pacific Oaks College. The goals and objectives of your training with us will be practical experience in guiding small ramjet-driven craft through the solar winds in earth proximity, without disintegrating upon return. The location of your training program will be the company space yard in Site 12 City. Your training supervisor will be Amerigo Hobbes, Vice President for Earth Relations. His/her address, email and telephone number are as follows.

Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

You will be expected to work XX hours each week for a salary of \$\$\$\$\$. You  will be provided with access to company benefits,  will not be provided with access to company benefits.

On behalf of the company, I welcome you to Sky Blue.

Sincerely  
Nina Pinta  
Director of Personnel