Curricular Practical Training Information and Application Workshop

Office of International Programs
San Francisco State University

Last updated: August 2017
What is Curricular Practical Training (CPT)?

- **Purpose:** Curricular Practical Training (CPT) is a temporary employment authorization for International students in F-1 Student visa status. CPT allows students to take up an off-campus training/internship which is required by the major for a specific period of time.

- **Length:** CPT is semester based. CPT will begin no earlier than the first day of instruction and must end no later than the last day of final exams for the semester.

- **Internship:** Students must enroll in an internship course. The internship course should be an integral part of students’ established curriculum. Please note not all majors at SF State have internship courses that corresponds to CPT. Therefore, not all F-1 students at SF State are eligible for CPT.

- **How to obtain CPT:** Students must request CPT authorization from the Office of International Programs (OIP). CPT is granted by F1 International Student Advisors at OIP.

- **Types of CPT:** There are two types of CPT: part-time and full-Time. Part-time CPT authorization will allow you to work 20 hours or less per week, and full-time CPT authorization will allow you to work for more than 20 hours per week.
Eligibility

You must meet the following criteria in order to be eligible to apply for CPT:

- **Be in valid F-1 status.**
- **Enrolled full-time.** Minimum 12 units for undergraduate students or 8 units for graduate students. You are also eligible to apply for CPT if you have approved Reduced Course Load (RCL). Waitlisted classes will not be counted towards full time requirement.
- **Fulfilled one year full-time requirement.** You must have been enrolled full-time for at least one full academic year prior to submitting an CPT application. One year enrollment may be fulfilled at SF State, a previous university, or between multiple universities.
- **Be in good academic standing.** Your Student Center must show that you are in “Good Standing”. Your CPT authorization will be cancelled if you fail to maintain "Good Standing" while you are on CPT.
- Internship offer letter IS required for CPT.
Eligibility

- Enroll in an internship, fieldwork, practicum, cooperative education or other course specifically designed for experiential or practical learning and listed in the SF State Bulletin as such. To find out if your major have internship requirements and internship class, speak to an academic advisor in your major department. If you are an undergraduate student and your major is Business, speak to an academic advisor at Undergraduate Student Services Center, BUS 112.

Please note:

- This internship course must be used towards to your degree and graduation requirements. If you are a graduate student, this course must be on your Advancement To Candidacy (ATC) form
- CPT will not be granted for Independent Study and Special Study courses
- Although F1 immigration does not limit the numbers of semesters in which you can do internship, but your academic department may limit. Ask your academic advisor about how many internship classes you can take to satisfy your degree requirements
- The internship course must be in the same semester in which you are employed in the internship position
Eligibility

Types of internship opportunities which are not qualified as CPT:

- Optional internship: internship that is not part of your degree requirements nor in your curriculum
- Full-time job or long term employment
- Self-employed positions/entrepreneurs

Compensation is not a consideration when determining whether an opportunity qualifies as CPT. Any off-campus internship positions, whether paid or unpaid, requires CPT before you begin the employment. Under no conditions can you begin working – not even as a volunteer – before your CPT is approved. Volunteering for a position which normally provides compensation is considered “employment” and is therefore not permitted without appropriate authorization.

Also, if you have already completed all of the required coursework and are in the process of completing your culminating experience, you are NOT eligible for CPT. You should consider to apply for Thesis OPT.
Steps to Apply for CPT

Step 1: Understand CPT and how it works
All applicants are required to review this CPT online information workshop to complete the necessary forms and put together the application.

Step 2: Prepare and submit CPT materials to OIP
Submit your completed application to OIP for an I-20 with CPT authorization.

Step 3: Pick up your I-20
An F-1 International Student Advisor will review your application materials and grant you CPT if you are eligible. A new I-20 will be issued and your CPT authorization will be printed on the 2nd page. Pick up your new I-20 at the OIP front desk once we contact you (within 5 business days, excluding weekends and holidays)

Plan ahead! The processing time for CPT application is 5 business days. Do not wait until the last minute to submit your CPT application. You can only start your internship after you obtain the CPT authorization.
Submit the following documents to OIP:

- CPT Application **Cover Sheet**
- Completed and signed **Curricular Practical Training Authorization Form (2 pages)**
- Original or photocopy of your most current I-20
- Photocopy of the identification page(s) in your passport (must include name, current expiration date, and photo)
- I-94. Print your I-94 from [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/). If you entered the U.S. prior to April 30, 2013, provide a front and back copy of the I-94 card stapled to inside of your passport

- **Original and official** internship offer letter (See sample). The offer letter must be printed on the official company letterhead with your supervisor or hiring manager’s signature. The letter should provide the following information:
  
  - Your full name
  - Title of your internship position
  - Your internship start date and end date
  - The number of internship hours per week
  - Brief explanation of your tasks

We recommend you to use the internship offer letter sample provided by OIP, if possible.
Applying for CPT

- US Immigration allows students to have multiple internship positions at the same time. If your academic department is ok with you working for multiple internship positions, you may submit CPT Authorization Form and internship offer letter for each internship position.

- CPT is an employer specified authorization. This means if you have to change your internship to a different company you will have change your CPT too. You will need submit a new CPT Authorization Form and internship offer letter to OIP.

- There is no fee to apply for CPT.
CPT Authorization Form

TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Student's name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

[Table format with columns for CPT Authorization Form, including sections for student's name, date, and CPT details]

CPT Authorization Form

[Form content and fields for CPT authorization, including sections for student information, CPT details, and signature]

Office of International Programs
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-1887
Tel: 415-338-1234
Fax: 415-338-5678
http://www.intl.sfsu.edu

CURRICULAR PRACTICAL TRAINING AUTHORIZATION FORM

Here to apply:

1. Complete the form below. CPT is employed to support field of study that is "in support of the work-related component of your degree program. The letter must include the following information of the employment's description:
   a. Job title and description of duties
   b. Beginning and ending dates of employment
   c. Employer's name and address
   d. Employer's phone number
   2. Email the completed form to intl-auth@sfstate.edu

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All sections on the page 1 of the CPT Authorization Form must be completed and signed by you.
The 2nd page must be completed by your academic advisor from major department.

If you are a business major:
This form must be signed by the advisor in Student Services Center, College of Business (Room 112), not your faculty advisor.

If you are an MBA/MSA major:
This form must be signed by Christopher Kingston, Director of Student Services, Business Graduate Programs, not your faculty advisor nor Thesis reader.
An F-1 International Student Advisor will review your application materials and grant you CPT if you are eligible. A new I-20 will be issued and your CPT authorization will be printed on the 2nd page. Pick up your new I-20 at the OIP front desk once we contact you (within 5 business days, excluding weekends and holidays).

The I-20 with CPT authorization printed on the 2nd page is your official work authorization. You will not receive any other documents or employment authorization card from USCIS.

You will be eligible to apply for a Social Security Number (SSN) at any Social Security Administration (SSA) office. SSA will not process your SSN application if it is more than 30 days in advance of the CPT start date.
This is the end of the workshop.

Good luck and we wish you all the best!