Curricular Practical Training Information and Application Workshop

Office of International Programs
San Francisco State University

Last updated: May 2018
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 2\textsuperscript{nd} 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.**
CPT Application Checklist

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/. 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.
CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION FORM

APPLICANT INFORMATION (COMPLETED BY STUDENT)

Last Name: [Redacted]
First Name: [Redacted]
Middle Initial: [Redacted]
Address: [Redacted]
City: [Redacted]
State: [Redacted]
Postal Code: [Redacted]
Phone: [Redacted]
Email: [Redacted]
Major: [Redacted]
Expected Date of Graduation: [Redacted]

Academic Information:

Course Code: [Redacted]
Course Title: [Redacted]
Credit Hours: [Redacted]
Final Exam Date: [Redacted]
Grade: [Redacted]

APPLICANT REQUIREMENTS AND RESPONSIBILITIES (COMPLETED BY STUDENT)

Please check the requirements and responsibilities below:

1. I have read the CPT Information and Application Guidance through the CPT web site at [Redacted], and I understand that I must have I-20 authorization.
2. I understand that I will be able to work only during the time that I am authorized by CPT, and I understand that my I-20 must be updated by my sponsor prior to my arrival.
3. I understand that the employment is for the period specified on the I-20 form, and I understand that I will be able to work only during the time that I am authorized by CPT.
4. I understand that I will be required to maintain a full-time course load during the period of employment, and I understand that my I-20 must be updated by my sponsor prior to my arrival.
5. I understand that if I do not maintain full-time course load during the period of employment, I will be required to leave the United States immediately.
6. I understand that if I work for more than one employer, I must obtain an updated I-20 form from my sponsor prior to my arrival.
7. I understand that if I work for more than one employer, I must obtain an updated I-20 form from my sponsor prior to my arrival.
8. I understand that if I work for more than one employer, I must obtain an updated I-20 form from my sponsor prior to my arrival.
9. I understand that if I work for more than one employer, I must obtain an updated I-20 form from my sponsor prior to my arrival.
10. I understand that if I work for more than one employer, I must obtain an updated I-20 form from my sponsor prior to my arrival.

ACKNOWLEDGEMENT AND SIGNATURES

I certify that I have read and understand the above requirements. I am responsible to abide by all regulations governing the CPT and to maintain F-1 status. I must be able to attend full-time and otherwise remain in the U.S.

Student Signature: [Redacted]
Date: [Redacted]

What is Curricular Practical Training?

The Form is being submitted to you international student who is seeking authorization from the Office of International Programs (OIC) to accept an internship opportunity under the term of Curricular Practical Training (CPT).

CPT allows an F-1 student to accept an employment offer, if the employment is deemed to be the established curricular component of the student's degree program. If the student meets all the requirements, the OIC will issue an I-20 form with an endorsement on page 2.

A. The internship opportunity must be offered by the student's employer.
B. The internship opportunity must be related to the student's major.
C. The internship opportunity must be full-time.
D. The internship opportunity must be paid.

In order to be considered for CPT, the student must have submitted a complete application, which includes the following:

1. A completed CPT application form.
2. A valid I-20 form.
3. A letter from the employer indicating the internship opportunity.
4. A copy of the student's academic transcript.
5. A copy of the student's passport.

E. The internship opportunity must be full-time.
• Complete the “APPLICANT INFORMATION” and “APPLICANT REQUIREMENTS AND RESPONSIBILITIES” on the 2nd page.

• “ACADEMIC INFORMATION” should be completed by your academic advisor from your 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.
Read the “APPLICANT REQUIREMENTS AND RESPONSIBILITIES” carefully, sign and date.
Approval

- 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).

- It is ILLEGAL to start your internship BEFORE receiving CPT authorization.

- 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.
Common Application Errors

The following is a list of common mistakes CPT applicants make which causes delays and frustration. Make sure your CPT request and supporting documentation are COMPLETED before submitting them to OIP.

1. Incomplete internship offer letter
   - Internship offer letter is not printed on company letterhead and/or is missing signature from the hiring manager.
   - Internship offer letter has no internship start and end date. OIP can not grant CPT if there is no end date.

2. Different internship start and end dates
   - Internship start and end dates are different on the internship offer letter from CPT authorization form. The dates must match on all documents!
   - Internship start and end dates are beyond the semester start and end date posted on http://oip.sfsu.edu/cpt.

3. Last minute request
   - Do not submit CPT request the day before internship start date. The standard processing time for OIP to review and grant CPT is 5 business days. F-1 advisors can not backdate the CPT authorization and we will not be able to accommodate your last minute request.
This is the end of the workshop.

Good luck and we wish you all the best!