



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 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.

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://ig4.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.

CPT Authorization Form



STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
DIVISION OF INTERNATIONAL EDUCATION
OFFICE OF INTERNATIONAL PROGRAMS

1600 Holloway Avenue | San Francisco, CA 94132
Office: 415/338-1293 | Fax: 415/338-6234
Email: oiip@sfsu.edu | URL: <http://oiip.sfsu.edu>

CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION FORM

APPLICANT INFORMATION (COMPLETED BY STUDENT)			
Last Name:		First Name:	
SF State Student ID:		SEVIS ID:	
Phone:		SF State E-mail:	@mail.sfsu.edu
Major:		2 nd Major:	
Level of Study	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Certificate	I-20 Expiration date:	
Requested CPT Period:	Requested Start Date: (No earlier than the first	Requested End Date: (No later than the last day	
	<input type="checkbox"/> Part-Time (20 hours/week or less)	<input type="checkbox"/> Full-Time (More than 20 hours/week)	
Internship Information:			
Company Name:		Internship title:	
Company Address:			
ACADEMIC INFORMATION (THIS SECTION MUST BE COMPLETED BY YOUR MAJOR ACADEMIC ADVISOR)			
*UNDERGRADUATE BUSINESS AND HTM MAJOR STUDENTS MUST GET A SIGNATURE FROM BUS 112.			
<i>I verify that the student is currently in good academic standing and is making normal progress toward the degree.</i>			
Which semester is the student expected to graduate from SF State?	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
	Year		
<i>I verify that I have reviewed the proposed employment (including the job description and number of proposed hours), and it is directly related to the student's field of study and meets the requirements for ONE of the following: (See page 2 for details)</i>			
<input type="checkbox"/> A. Internship, fieldwork, or practicum course.	Course title and number:		
<input type="checkbox"/> B. Internship requirement for all students in the degree.	Total number of hours required:		
<i>By signing, I hereby confirm that this internship experience is required and directly related to the student's academic program.</i>			
Advisor's Signature:			
Advisor's Name (Print):			
Department:			
Phone:		Date:	

APPLICANT REQUIREMENTS AND RESPONSIBILITIES (COMPLETED BY STUDENT)	
Please review the requirements and responsibilities below:	
<ul style="list-style-type: none"> I have viewed the CPT Information and Application Workshop through the OIP web link at http://oiip.sfsu.edu/cpt, and I confirm that I have met all CPT requirements. I understand that I am eligible to work only during the dates authorized by OIP as indicated on page 2 of my I-20 form and must show my original I-20 authorized for CPT to my employer before beginning employment. I understand that I am eligible to work only for the employer indicated on page 2 of my I-20 form. I understand that I must maintain good academic standing throughout my CPT period. I understand my CPT authorization will be cancelled if I fail to maintain "Good Standing" while I am on CPT. I understand that if I wish to apply for another period of CPT or if I wish to change my employer, I must submit an updated letter from my employer (and register for another internship class for academic credit, if necessary) and an updated CPT Authorization Form prior to the expiration of the CPT employment authorization period on my I-20. If I do not do so, I must stop working on the date indicated on my I-20 form. Failure to do so may result in illegal employment. I understand that my passport must be valid at the time of curricular practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program. I understand that I must maintain my F-1 status at SF State while engaged in CPT. If I fail to maintain F-1 status, I understand that my CPT will be terminated and I will no longer be able to work. 	
ACKNOWLEDGEMENT AND SIGNATURE	
<i>I have read, and now understand the above requirements. It is my responsibility to abide by the regulations governing the CPT and to maintain F-1 status. Failure to abide by the requirements will terminate my F-1 status and my ability to work and otherwise remain in the U.S.</i>	
Student Signature:	Date:

What is Curricular Practical Training?

This form is being presented by an F-1 international student who is seeking authorization from the Office of International Programs (OIP) to accept an off-campus internship under the terms of Curricular Practical Training (CPT).


CPT allows an F-1 student to accept an employment offer if the employment is "integral to the established curriculum" of the student's degree program. That is, the employment must satisfy the requirements of one of the following curricular options:

A. An elective or required internship, fieldwork, or practicum course. If elective, it must be taken for credit. Course registration must be concurrent with the dates of employment.

B. An internship assignment required of all degree candidates and necessary for completion of the degree.

In order to grant authorization, OIP first requires the approval of the student's academic advisor. CPT information is available at <http://oiip.sfsu.edu/cpt>

CPT Authorization Form - continued



SAN FRANCISCO STATE UNIVERSITY

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APPLICANT INFORMATION (COMPLETED BY STUDENT)

Last Name:		First Name:	
SF State Student ID:		SEVIS ID:	
Phone:		SF State E-mail:	@mail.sfsu.edu
Major:		2 nd Major:	
Level of Study	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Certificate		
Requested CPT Period:	Requested Start Date: <small>(No earlier than the first)</small>	Requested End Date: <small>(No later than the last day)</small>	
	<input type="checkbox"/> Part-Time (20 hours/week or less) <input type="checkbox"/> Full-Time (More than 20 hours/week)		
Internship Information:			
Company Name:		Internship title:	
Company Address:			
ACADEMIC INFORMATION (THIS SECTION MUST BE COMPLETED BY YOUR MAJOR ACADEMIC ADVISOR)			
<small>*UNDERGRADUATE BUSINESS AND HTM MAJOR STUDENTS MUST GET A SIGNATURE FROM BUS 112.</small>			
<small>I verify that the student is currently in good academic standing and is making normal progress toward the degree.</small>			
Which semester is the student expected to graduate from SF State?	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall Year
<small>I verify that I have reviewed the proposed employment (including the job description and number of proposed hours), and it is directly related to the student's field of study and meets the requirements for ONE of the following: (See page 2 for details)</small>			
<input type="checkbox"/> A. Internship, fieldwork, or practicum course.	Course title and number:		
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<small>By signing, I hereby confirm that this internship experience is required and directly related to the student's academic program.</small>			
Advisor's Signature:			
Advisor's Name (Print):			
Department:			
Phone:		Date:	

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- 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.

CPT Authorization Form - continued

Read the "APPLICANT REQUIREMENTS AND RESPONSIBILITIES" carefully, sign and date.

APPLICANT REQUIREMENTS AND RESPONSIBILITIES (COMPLETED BY STUDENT)

Please review the requirements and responsibilities below:

- I have viewed the [CPT Information and Application Workshop](#) through the OIP web link at <http://oip.sfsu.edu/cpt>, and I confirm that I have met all CPT requirements.
- I understand that I am eligible to work only during the dates authorized by OIP as indicated on page 2 of my I-20 form and must show my original I-20 authorized for CPT to my employer before beginning employment.
- I understand that I am eligible to work only for the employer indicated on page 2 of my I-20 form.
- I understand that I must maintain good academic standing throughout my CPT period. I understand my CPT authorization will be cancelled if I fail to maintain "Good Standing" while I am on CPT.
- I understand that if I wish to apply for another period of CPT or if I wish to change my employer, I must submit an updated letter from my employer (and register for another internship class for academic credit, if necessary) and an updated CPT Authorization Form prior to the expiration of the CPT employment authorization period on my I-20. If I do not do so, I must stop working on the date indicated on my I-20 form. Failure to do so may result in illegal employment.
- I understand that my passport must be valid at the time of curricular practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program.
- I understand that I must maintain my F-1 status at SF State while engaged in CPT. If I fail to maintain F-1 status, I understand that my CPT will be terminated and I will no longer be able to work.

ACKNOWLEDGEMENT AND SIGNATURE

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Date:

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- B. An internship assignment required of all degree candidates and necessary for completion of the degree.

In order to grant authorization, OIP first requires the approval of the student's academic advisor. CPT information is available at <http://oip.sfsu.edu/cpt>

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 the internship has 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!