

CPT – CURRICULAR PRACTICAL TRAINING

Eligibility, Restrictions, and Approval Process



Curricular Practical Training (CPT) is a temporary training or employment option available to some F-1 students. CPT must be done for credit that counts toward your degree or certificate. It must be directly related to your field of study. It can be a paid job, or paid or unpaid internship or field placement. CPT is not available while enrolled in SCIE or after you complete your program of study.

If you will do volunteer-only tasks at a non-profit organization, it is not considered CPT and this procedure is not needed. Check with an International Student Advisor in the IEP Office if you're unsure whether or not to use this form.

Eligibility: You must meet both academic and immigration requirements. You may request CPT if...

- You have maintained valid F-1 status.
- You will have been enrolled full-time for at least 9 months (three quarters) by the start of CPT.
- You are currently pursuing a college-level program of study. However, if you are studying for one of the majors in the Liberal Arts field or a General Studies certificate then you are not eligible to apply for CPT.
- Your CPT is either:
 - a) required for your program (documented in official catalog/publication), **-OR-**
 - b) approved for use as an Elective or course substitution within your program requirements, is arranged through the Cooperative Education office, and the work is within your field of study.

Restrictions

- CPT hours must correspond with credits enrolled in for the training. Total hours cannot go above the specific number of hours allowed for the credits you are enrolled in.
- IEP Short Term Certificate students are eligible for 1–3 credits of CPT per quarter (3 max.), including “vacation” quarters.
- Students must continue to enroll full-time each term, except an authorized “Vacation” term. CPT credits may count toward the full-time enrollment requirement. E.g. 10 credits courses + 2 credits CPT = full-time enrollment.
- You cannot start the training hours until the CPT start date listed on your new I-20. CPT must be authorized on your SEVIS record. An advisor will issue a new I-20 stating approval and start/end dates on page 2.
- CPT is limited to the employer/location and start/end dates listed on your I-20. You must submit a new, separate form and receive a new I-20 with updated authorization before changing employers.

Steps to Apply for CPT (keep this page for reference!)

Please begin the CPT request process one quarter before you plan to do the training hours.

1. **Submit the Request for CPT form to IEP Office.** Complete all information in the *Student Section* of the form (attached) and submit it to the IEP Office reception desk. It will be given to an advisor for review.
2. **Watch your email** for a message confirming that Part 2 is done/signed by advisor. We will use the email address listed on your official student record, so update that if necessary. Please allow 3-5 business days to process your request. If approved, you can move on to the next steps below.
3. **Pick up CPT form from the IEP Office and take it to the correct office(s) listed on back of CPT form. Some students will need both Part 3 and Part 4 completed; other students can skip Part 3.** Talk to the appropriate person (listed on back) about finding a valid training site/internship, how many hours you must work per credit, obtaining a letter from the employer/training site, and requirements for completing the CPT course credits (written report, etc.) to earn a grade. **Part 3 and/or Part 4 of the request form** must be filled out by the other office.
4. **Enroll for the credits.** Ms. Karen Kato in CoopEd or your program instructor or manager will sign an enrollment form so you can enroll for the credits and pay tuition.
5. **Bring the CPT form** (all parts filled out) **and Job Offer/Internship Letter to the IEP Office.** An advisor will then update your SEVIS record and print a new I-20 with CPT endorsement listed on page 2. The advisor will notify you by email when the new I-20 is ready.
6. **Start the CPT job / internship only after you have the new I-20 and after the quarter begins.**

Request for CURRICULAR PRACTICAL TRAINING (CPT)



Part 1: STUDENT INFORMATION -- please print clearly and submit to IEP Office

Student ID Number		SEVIS Number (from I-20)	N
Last (Family) Name		First Name	Middle Name(s)
Phone Number		Email Address	
Current Study Program: <input type="checkbox"/> Transfer Degree (AA/AS/AB) <input type="checkbox"/> Prof-Tech: please circle one -- AAS or Certificate <input type="checkbox"/> IEP Short Term Certificate <input type="checkbox"/> Prerequisite Coursework <input type="checkbox"/> Bachelor's Degree		I am requesting CPT for: Quarter: Fall / Winter / Spring / Summer, Year: _____ <input type="checkbox"/> PART-TIME (20 hours or less per week for 1-4 credits) <input type="checkbox"/> FULL-TIME (more than 20 hours per week; consult w/ advisor)	
Major / program name / focus of study:			
STUDENT SIGNATURE:			DATE:

Part 2: IEP Advisor – Immigration eligibility

Student is eligible to enroll for CPT in the field of _____

 Advisor Signature Ext. Date

Part 3: Program delegate or IEP Advisor – Skip this part if not required; see [Guidelines](#) on back of this sheet

For this CPT the student will register for (Course) _____ / Item # _____, for _____ credits.

This is: Credit towards Electives required for program, or Substituting for (required course): _____

 Program Counselor/Director Signature, or IEP Advisor Ext. Date

Part 4: Department Internship Coordinator, Department Manager, or Cooperative Education Office

A. Please prepare a letter on school letterhead, specifying the following:

- Student name and SID
- Employer/company/org. name
- Employer/site full address
- type of training: title/brief description
- specific start date (no earlier than first day of term enrolled for the credits)
- specific end date (limited to the time needed for credits student will enroll for)
- number of hours per week
- signature block with your name and contact info

B. Attach your letter to this form and give both to the student for submission to IEP Office.

 Signature Ext. Date

Next, student submits this form and the letter to the IEP Office. Student's advisor will update immigration record.

For Part 3 of the CPT form:

If required, student will pick up form from IEP Office and take it to the correct person listed in 2nd chart, below.
Some students can skip Part 3, as indicated in 1st chart below.

PROGRAMS with a REQUIRED INTERNSHIP/FIELD PLACEMENT -- Part 3 on CPT form is not required.

Part 4: filled out and signed by Instructor or Manager listed below. This person also helps student enroll for the credits.

Program	Student Talks To (Part 4 on form)
Allied Health (with exception of Opticianry)	Division
Apparel Design: AAS Degree	Karen Kato (Coop. Ed office; BE 1103)
Business Technology Management: AAS Degree and Certificate	Karen Kato
Chemical Dependency Certificate	Edwyna Ho
Child & Family Studies Certificate	Karleen Wolfe
Commercial Photography: AAS Degree	Karen Kato
Graphic Design: AAS Degree	Karen Kato
Marine Engineering Technology Certificate	Maritime Academy
Network Design and Administration: AAS-T Degree	Karen Kato
Opticianry: AAS Degree	Karen Kato
Social & Human Services: AAS Degree	Patricia Russell
Sustainable Agriculture (SAG): AA/AS Emphasis	Karen Kato
Web Design: AAS-T Degree	Karen Kato

PROGRAMS THAT DO NOT REQUIRE AN INTERNSHIP – BOTH PART 3 and PART 4 of the form must be completed.

Eligible for CPT only with approval to apply internship credit as a needed elective or substitution for required coursework.

Part 3: filled out and signed by Counselor or Associate Dean or IEP Advisor, as listed below.

Part 4: Student then meets with Karen Kato (Cooperative Education) to talk about the internship and sign up for credit.

Program	Student takes form to (for Part 3)	Then for Part 4
Culinary Arts: AAS Degree (certificate is not eligible)	Division Counselor	Karen Kato (for all these programs) CoopEd Office BE 1103
Database Administration: Certificate	Lisa Sandoval (Assoc. Dean)	
Programming: AAS-T Degree or Certificate	Lisa Sandoval	
Specialty Desserts & Breads: AAS Degree (cert. not eligible)	Division Counselor	
Web Development: AAS-T Degree or Certificate	Lisa Sandoval	
Wood Construction/Cabinetmaking	Division	
Wood Construction/Carpentry	Division	
Wood Construction/Marine Carpentry	Division	
Transfer degrees: AA, AB, AS (except Liberal Arts)	IEP Advisor (BE 1113/IEP Office)	
IEP Short Term Certificates (except General Studies)	IEP Advisor	
Pre-requisites (except Liberal Arts)	IEP Advisor	

Correlation between number of credits and CPT hours*

Credits	Hours per week	Notes
2	10	Some students will not be eligible for more than 2 or 3 credits of CPT. Consult with your program, IEP advisor, or Karen Kato. This chart is provided as a general guideline only.
3	15	
4	20	
5	25	