CPT Workshop
International Student Advising
Curricular Practical Training

Definition
- Alternate work/study, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school.
- CPT must be an **integral part of the established curriculum**. If the opportunity is not required, the student must receive credit for the training.

What is Not CPT
- Employment that is solely sought because it is beneficial, relevant, or excellent professional/personal experience
- Work related to student’s major but has NO curricular component
- Better to apply for Optional Practical Training (OPT)

Eligibility
- Must be enrolled full-time for one academic year; this can include full-time enrollment on a previous visa, such as J-1 or H-4
- Must maintain a full course of study
- Good academic standing

Work Hours
- **Fall & Spring Semesters**: Always part-time (20 hours max.)
- **Summer**: May be full-time

No limit on CPT authorizations*

Check the ISSS website for start/end dates for each term.

*Don’t forget to check your department’s CPT policy. They might have limits or additional requirements for CPT
**Curricular Practical Training**

<table>
<thead>
<tr>
<th>Preconditions</th>
<th>Only available prior to completion of studies.</th>
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<tbody>
<tr>
<td><strong>Employer Specific</strong></td>
<td>May engage in CPT only for a specific employer, location, and period approved by DSO in SEVIS.</td>
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<tr>
<td><strong>Duration</strong></td>
<td>Period of employment should fall within limits of a given semester.</td>
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<td><strong>Offer of employment</strong></td>
<td>Must have job offer (paid or unpaid); work that qualifies as curricular practical training. Unpaid internship still requires CPT authorization.</td>
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<tr>
<td><strong>Approval Process</strong></td>
<td>Enrolled in internship course or equivalent. Authorized by DSO in ISSS. Authorization is recorded in SEVIS. DSO issues new I-20 with CPT notation on page 2. No USCIS approval is needed.</td>
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<tr>
<td><strong>Reminders</strong></td>
<td>Use of full-time CPT for 12 months or more eliminates eligibility for OPT. Use of part-time CPT does not affect OPT. <strong>Student will need to re-apply if requesting to do internship for the next semester or term.</strong></td>
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Curricular Practical Training

Application Process

1. Confirm your department offers an internship course; if your program does not offer an internship class, plan ahead for Pre-completion OPT
2. Obtain an offer letter from your employer
3. Complete the ISSS CPT application
4. Submit the application to your department for a signature (please return to your department to pick it up as they will not give it to us directly)
5. Use the add code given to you by your department to add the internship class and enroll full-time or submit a request for a Reduced Course Load (RCL) with your CPT application
6. Submit the application and required documents to ISSS for processing during advising hours
7. ISA will review CPT application and approve or reject it
8. ISSS will email you when your new I-20 is ready; allow 1-7 business days for processing

Important Reminders

• Do not begin working until you have received your I-20 with CPT work authorization (page 2); based on effective start date.
• Inform an ISSS advisor if you do not complete the internship or you withdraw/drop the related course.
• Inform an ISSS advisor if you end your internship early than expected. Your CPT authorization will be shorten.
Curricular Practical Training

CPT Form

Family/Last Name(s):  Given/First Name(s):

SJSU ID #:  Phone #:  Email:

Do you already have a Social Security Number (SSN)?

Yes □ No □

*When you pick up your I-20, you will receive a support letter and instructions on how to apply for a social security number (SSN)

I am requesting CPT for the following semester (ONE form per semester):

<table>
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<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
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MAJOR:

INTERNSHIP CLASS/NAME/CLASS NUMBER:

Student Certification

I hereby confirm with my signature below that I have carefully reviewed the CPT tutorial as well as the CPT guidelines on the ISSS website, and I understand my responsibilities and eligibility requirements (e.g., CPT course enrollment) as an F-1 student pertaining to CPT. I also understand that I may not begin working until I am authorized for CPT by the ISSS office, and that working without formal authorization will result in the termination of my F-1 status.

Student’s Signature:  Date:

Academic Advisor, Department Chair, or Dean Certification

I confrm with my signature below that the information provided in this application is correct. Furthermore, I confirm that the student's proposed CPT experience is directly related to their studies and constitutes an integral part of their degree program. I hereby recommend this student to engage in Curricular Practical Training (CPT) for the prescribed semester.

How is the CPT Experience an Integral Part of the Student's Degree Program? (Advisor to select one option):

☐ This internship will fulfill a degree requirement that is listed in the SJSU course catalog.

☐ This internship is not required for the degree, but an integral part of the academic program AND student will receive academic credit toward their degree.

Print Name:  Advisor’s Signature:

Title:  Department:  Date:

For ISSS

☐ Date Received:

☐ Dated Employment Letter (or in last 3 months)

☐ Position title

☐ Position description (duties)

☐ Employment start & end dates

☐ Physical U.S. address

☐ Number of hours per week

☐ DSO Verification

☐ Full-time employment

☐ Full-time enrollment

☐ CPT course enrollment

☐ CPT application

☐ RCL submitted with CPT application

☐ RCL completed

☐ Academic standing (GPA from transcripts)

☐ DSO Approval

☐ DSO Name:

☐ Date:

☑ At Return

☐ Email Notification:

- The CPT form can be found on our website at [http://www.sjsu.edu/isa/forms/](http://www.sjsu.edu/isa/forms/)
- Complete top half of page 2
- Have Advisor, Department chair or Dean complete the bottom half of page 2
- Student must be enrolled in their internship course before they submit their CPT request to ISSS
Curricular Practical Training

Offer Letter

At the time of submission, make sure that your offer letter contains the following items:

- Company letterhead
- Dated within the last 3 months
- Employment start and end dates
- Job title
- Job description explaining day-to-day work responsibilities
- Physical U.S. address of your employment location
- Number of hours per week (must be quantified)
Social Security Number

What is it?
Used to report your wages to the U.S. government. Granted to you for a lifetime.

When can I apply for an SSN?
Eligible to apply for a SSN when you have work authorization. Visit ssa.gov for more information.

What do I need to apply?
• A letter from ISSS that confirms your F-1 status
• A copy of your job offer letter
• Your I-20 with CPT authorization
• Immigration Documents (passport, visa, I-94)
• SJSU Tower ID card

Safeguard your SSN; keep it in a safe place to prevent identity theft.
THANK YOU!

SAN JOSE STATE UNIVERSITY

INTERNATIONAL STUDENT ADVISING (ISA)
Office of International Student & Scholar Services
Student Union West, 2nd floor
Tel: 408-924-5920
Email: international-office@sjsu.edu
Office Hours: Monday to Friday, 9am to 4pm