



SJSU SAN JOSÉ STATE
UNIVERSITY



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 .
- Students that attended SJSU full-time while in another nonimmigrant visa status (H-1B, H-4, L-2) must also complete one semester in F-1 status if their I-20 was issued after July 1, 2020.
- 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**

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: **N0004720633 (F-1)** NAME: **Student Sample**

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	01 JULY 2016	15 JULY 2016

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES
CPT	01 JULY 2016 - 15 JULY 2016

EMPLOYER NAME	START DATE	END DATE	CITY & STATE
SEVP applied labs	01 JULY 2016	15 JULY 2016	Arlington, VA

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
01_JUNE_2016	30_JUNE_2016

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

Curricular Practical Training

Preconditions	Only available prior to completion of studies.
Employer Specific	May engage in CPT only for a specific employer, location, and period approved by DSO in SEVIS.
Duration	Period of employment should fall within limits of a given semester.
Offer of employment	Must have job offer (paid or unpaid); work that qualifies as curricular practical training. Unpaid internship still requires CPT authorization.
Approval Process	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.
Reminders	Use of full-time CPT for 12 months or more eliminates eligibility for OPT. Use of part-time CPT does not affect OPT. Student will need to re-apply if requesting to do internship for the next semester or term.

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.

CPT Form

Student Information

Family/Last Name(s):		Given/First Name(s):
SJSU ID #:	Phone #:	Email:
Do you already have a Social Security Number (SSN)?		
Yes <input type="radio"/> No <input type="radio"/>		
*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):		
FALL <input type="radio"/> SPRING <input type="radio"/> SUMMER <input type="radio"/>		
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 SEVIS record

Student's Signature:	Date:
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Academic Advisor, Department Chair, or Dean Certification

I confirm 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 SISU course catalogue

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

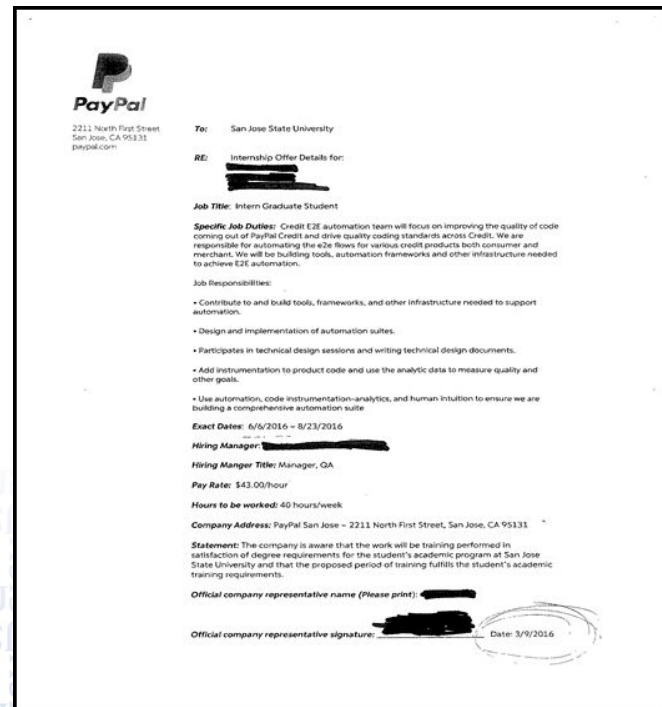
<input type="checkbox"/> Date Received: _____ <input type="checkbox"/> Dated Employment Letter (w/in last 3 months) <ul style="list-style-type: none"> <input type="checkbox"/> Position title <input type="checkbox"/> Position description /duties <input type="checkbox"/> Employment start & end dates <input type="checkbox"/> Physical U.S. address <input type="checkbox"/> Number of hours per week 	DSO Verification <input type="checkbox"/> 1 AY Completed <input type="checkbox"/> CPT course enrollment <input type="checkbox"/> Full-time enrollment (Not required for Summer CPT unless final term) <input type="checkbox"/> RCL submitted with CPT application if not full-time <input type="checkbox"/> Academic Standing (GPA from transcript)	DSO Approval DSO Name: _____ Date: _____ At Return <input type="checkbox"/> Email Notification: _____
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- The CPT form can be found on our website at <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

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)
- Employer's signature can be handwritten or digital



Social Security Number

What is it?

Used to report your wages to the U.S. government.
Granted to you for a lifetime.

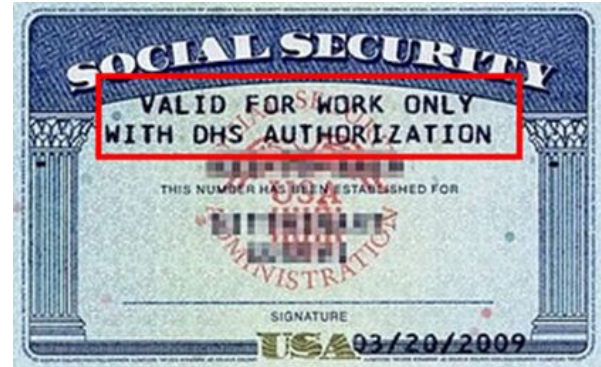
When can I apply for an SSN?

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 JOSÉ STATE UNIVERSITY *powering* SILICON VALLEY

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