



**SJSU** SAN JOSÉ STATE  
UNIVERSITY



## CPT Workshop

International Student & Scholar Services (ISSS)

# 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.

### **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**

## Work Hours

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

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
BEVP 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 ENDOSEMENT

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		

## Eligibility

- Must be enrolled full-time for one academic year.
- **One academic year in F-1 status, can be defined in the following various scenarios:**
- Fall (9+ units GRAD/12+ units UGRD) + Spring (9+ units GRAD/12+ units UGRD) = Summer CPT eligibility.
- Spring (9+ units GRAD/12+ units UGRD) + Summer (6+ units GRAD/UGRD at SJSU) = Fall CPT eligibility.
- ***Please note, a student would need to be physically in the U.S. and in F-1 status to meet these eligibility requirements.***
- 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

# Curricular Practical Training

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

## 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. 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) to ISSS at the same time as your CPT application.
4. **Check with your department first** to confirm the name, title, and email address of the person in your department that you should send your completed CPT request to for approval.
5. Complete the **ISSS CPT E-Form**.
6. The CPT e-form will require that you **upload your employment offer letter**.
7. When you submit the e-form, it will be sent to your **department for a signature**. If your department approves the form, it will then be sent to the ISSS office.
8. ISA will review your CPT application and approve or reject it.
9. **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 shortened.

## CPT Form

SAN JOSÉ STATE UNIVERSITY  
iSpartan

Home  
F-1 Practical Training  
F-1 Student Services  
Insurance and Finances

**F-1 Practical Training**

Tasks

 Curricular Practical Training Request

### DEPARTMENTAL ADVISOR CERTIFICATION

Please select the appropriate option below.\*

Additional Note (eg. add code)

Name\*

Department\*

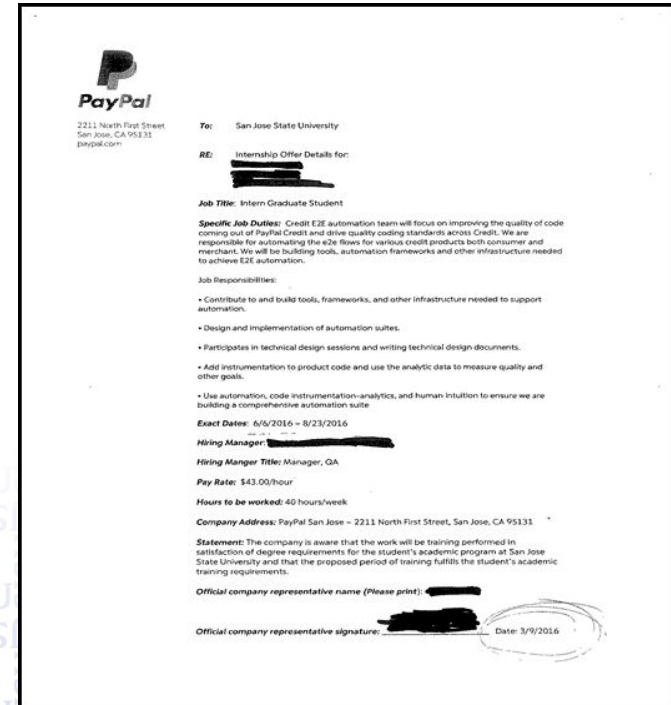
Title\*

- The link to the Curricular Practical Training Request Form can be found on our website at <https://www.sjsu.edu/iss/resources/student-forms/> or by going to one.sjsu.edu and searching for “iSpartan.”
- The e-form will ask you to enter the name, title, and contact information for the appropriate advisor in your department. You must enter an sjsu.edu email address.
- You must be enrolled in your internship course before you submit the CPT request to ISSS.

## Offer Letter

You must upload your letter to your CPT request. 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
- Number of hours must be quantified.
- Job description explaining day-to-day work responsibilities
- Physical U.S. address of your employment location.
- If you are working remotely, the letter must indicate the company's address as well as where you will be working.
- 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.

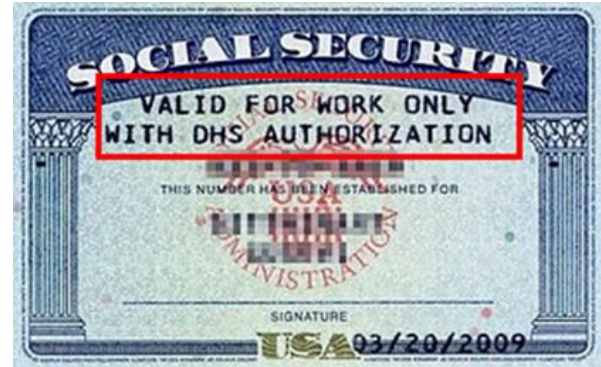
### When can I apply for an SSN?

Eligible to apply for a SSN when you have work authorization.  
Visit [ssa.gov](http://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 & Scholar Services**

Student Union West, 2<sup>nd</sup> floor

**Tel:** 408-924-5920

**Email:** [international-office@sjsu.edu](mailto:international-office@sjsu.edu)

**Office Hours:** Monday to Friday, 9am to 4pm