

F-1 CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

General Guidelines

Curricular Practical Training (CPT) is any off-campus internship (paid or unpaid) that represents an integral part of your degree program and is directly related to your studies. * Off-campus practical training opportunities may include alternative work/study, internship, cooperative education, or other type of required practicum or service learning experience that a sponsoring employer offers through agreements with SJSU. You must be authorized for CPT via the ISSS office prior to engaging in any off-campus work experience. CPT is authorized on a semester-by-semester basis and you **may not** work off-campus without authorization.

Students are only permitted to work **part-time (20 hours or less per week)** during the fall and spring semesters. **Full-time (more than 20 hours per week)** CPT authorizations can only be granted during the summer. Please note that USCIS considers part-time employment to be 20 hours or less per week and full-time employment to be more than 20 hours (e.g., 21 hours per week). We recommend that you review our [CPT guidelines](#) on our website as well as the [CPT tutorial](#).

**An integral part of your degree program means the opportunity must be required by the curriculum or, if not required, the student must receive academic credit for the training.*

Eligibility Requirements

In order to be eligible to receive CPT employment authorization you MUST:

- Be in valid F-1 status and have been enrolled as a full-time student for **one academic year** (Fall and Spring semesters)
- Be in good academic standing (minimum cumulative GPA of 3.0 for graduate, 2.0 for undergraduate)
- **NOT be** on an extension of your master's project, thesis, or comprehensive exam
- NOT be enrolled in 1290R (project extension)
- **Be making academic progress and enrolled as a full-time student**
- Ensure that your academic department offers a course for internship, service learning, practicum, or field work.
- Submit an RCL with the CPT application if it's your last semester and you will not be full-time

Application Process

STEP 1: Complete the following requirements.

- View [CPT Tutorial](#) offered by the ISSS office.
- Obtain an employment offer letter from your prospective employer*.
- Submit your employment offer letter and *F-1 CPT* form to your academic/major advisor to review and sign.

*Please make sure that your employer includes all the required information in the job offer letter. Please refer to our CPT tutorial and [CPT guidelines](#) to find out what information we require in your job offer letter.

STEP 2: Register for your CPT course

- Register for your internship class. Also ensure that you are registered for a full-time course load if applying for CPT during the fall or spring semesters. If you do not need to register for a full course of study, then you must submit a *Reduced Course Load (RCL)* form (<http://www.sjsu.edu/isa/forms/index.htm>) with your CPT application.

STEP 3: Submit the following documents to the ISSS office by the CPT deadline *during advising hours*. (Please check our [website](#) for current CPT deadlines).

- Completed *F-1 CPT* application
- Job offer letter from employer

CPT I-20 REQUEST 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="checkbox"/> No* <input type="checkbox"/>		
*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="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>		
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, service learning, or practicum experience will fulfill a degree requirement that is listed in the SJSU course catalogue

This internship is not required for the degree, but an integral part of the academic program AND student will receive academic credit (course indicated above)

Print Name:	Advisor's Signature:	
Title:	Department:	Date:

For ISSS

<input type="checkbox"/> Date Received: _____	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: _____
<input type="checkbox"/> Dated Employment Letter (w/in last 3 months) <ul style="list-style-type: none"> o Position title o Position description /duties o Employment start & end dates o Physical U.S. address o Number of hours per week 		At Return <input type="checkbox"/> Email Notification: _____