

Curricular Practical Training (CPT) Guide

Curricular Practical Training (CPT) is an employment benefit for F-1 students that meet certain eligibility requirements and is specifically intended to allow students to gain experience in their chosen field of study before completing the program.

Eligibility:

- Student is currently in valid F-1 status and has been enrolled 1 full academic year (fall and spring semester)
- Must have a 2.5 GPA minimum **OR** Internship must be required by major for graduation
- Student must enroll in a course that requires an internship or fieldwork component. Internship may only be approved for the same term of enrollment
- Must enroll in a full course of study or be approved for a Reduced Course Load

Guidelines:

- Each student is responsible for finding their own internship opportunity
- Internship must be in student's field of study
- Internship may begin no earlier than first day of classes and must end by last day of classes for the term
- May not begin working until CPT has been approved and CPT I-20 has been issued by Global Engagement Center
- May work no more than 20 hour per week
- CPT approval required for all internships, paid AND unpaid

How to Request CPT:

1. Attend an Internship Academy Orientation/Info Session (Watson Hall 3rd floor; Career Center) if your major **does not** require an internship → **OR**— Meet with your major department's Program Coordinator if an internship **is** required by your major
2. Meet with an F-1 international student adviser to review eligibility
3. Complete the Internship Academy Student Learning Outcomes Agreement (SLOA) forms and the CPT request form. Obtain all required signatures.
4. Submit SLOA and CPT forms to the Internship Academy or to your Program Coordinator (if internship is required by your major). Enroll in appropriate internship course
5. Submit original CPT request form and signed CPT Guide to the Global Engagement Center
6. Wait 5-10 business days to obtain a new I-20 with CPT authorization and begin internship. Apply for SSN if necessary

Responsibilities:

As an F-1 student on approved CPT, I must:

- Maintain full time enrollment, no more than 3 units online
- Work only during approved CPT dates, no more than 20 hours per week
- Report any changes to internship, including cancelling, ending earlier than scheduled, change of responsibilities, etc.
- Report any changes to personal US address, email, phone number in MyOCC portal
- Otherwise continue to maintain valid F-1 status.

CPT is subject to final review and approval by the Global Engagement Center. I have read the information above and understand the requirements and consequences related to CPT:

Signature:

Date:

Student Name:

Student ID:

Curricular Practical Training (CPT) Authorization Request Form

Student Name: _____ ID#: _____

Student Phone #: _____ Email: _____

In order to receive authorization, you must have the following sections completed by your Program Coordinator (if your major requires an internship) **OR** the Internship Academy Faculty Advisor (if internship *is not* required by your major) and your potential employer. Submit this completed form and a signed CPT guide to the Global Engagement Center. **DO NOT BEGIN EMPLOYMENT OR FIELD WORK UNTIL YOU HAVE RECEIVED YOUR NEW I-20. All fields are required.**

Dear Prospective Company:

Thank you for providing a training opportunity for the following international student.

International students are subject to restrictions when applying for internship, training and/or any types of employment, paid or unpaid. Please provide the following information so the student may obtain the appropriate authorization. Training for international students is limited to the dates and the company listed on the Form I-20 and the student may not begin the training until authorization has been granted.

Employer's Name: _____

Employer's Address: _____

Job title and detailed description of duties:

Start Date of Training: _____ End Date of Training: _____

Hours per week (not to exceed 20): _____ Will the student receive compensation? Yes No

Supervisor Name/Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Dear Program Coordinator (if internship is required by major) / **Internship Academy Faculty Advisor** (if internship is not required by major):

Please verify the following so the Global Engagement Center may authorize the student to engage in this training.

Internship course (name & number): _____ Units: _____ Semester: _____

I certify that I have reviewed the internship/field work opportunity, location and duties, and the Student Learning Outcome Agreement and determine that this Curricular Practical Training is an integral part of the aforementioned student's curriculum -- 'curriculum' referring specifically to the requirements of the above indicated course only, as listed in the OCC's catalog (i.e. number of hours required, assignments, communication with faculty adviser, etc), and that the student will be required to do no more than 20 hours per week.

Program Coordinator/Faculty Adviser's Name: _____

Signature: _____ Date: _____