

Curricular Practical Training (CPT) Tutorial



Center for International Education
California State University, East Bay



CPT Tutorial

Please note this presentation is for instructional purposes only.

At CSUEB, you are responsible for confirming your eligibility for completing an internship with CIE, the Office of Internships and/or your major department.

Your internship site (location) will need to be willing and able to create a “partnership” with CSUEB.



CPT

Curricular Practical Training (CPT) authorization allows international students in F-1 status to pursue internships and other off-campus training or employment opportunities before completing their course of study. There must be a direct and significant link between the training opportunity and the student's major field of study.

Definition: The regulations state that a student may participate in a "curricular practical training program" that is

- "an integral part of an established curriculum" and
- "directly related to his or her major area of study."
- The regulations further define CPT as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school."



Eligibility

Immigration requirements:

- Must be enrolled full time for one academic year
- Must maintain a full course of study or be on an approved reduced course load for academic reasons
- Must be in good academic standing

Departmental Requirements:

- You are responsible for checking with your major department regarding any requirements such as completed pre-requisite classes, no academic dishonesty reports, etc.
 - If you do not qualify to enroll in your major department's internship class, you are not eligible for CPT



Location/Duration/Limit

Location and duration:

Students may engage in CPT only for the specific company/organization, location, and time period approved and recorded on your CPT I-20 form. CPT is reviewed on a semester-by-semester basis; any training that spans multiple semesters/terms will require separate applications for each semester/term.

Limit:

CSUEB will only authorize 3 semesters/terms of CPT during your degree program.

Examples:

Student 1- Spring authorization, Summer authorization, Fall authorization

Student 2- Summer authorization, Spring authorization and Summer authorization



Hours per week

Hours per week:

Fall & Spring semesters: Part time (20 hours a week max). No exceptions!

Summer Term:

- Vacation Term- May be either full time or part time
- Last Term- part time only

If you are continuing your Fall CPT to Spring semester, we will allow full time CPT for the Winter Intersession.



Effect on OPT

Use of part time CPT currently does not impact eligibility for OPT.

Cumulative use of full time CPT for one year or more at the same degree level eliminates eligibility for OPT. CIE does not permit one year of full time CPT at the same degree level so your CPT will not impact your OPT.



Effect on Full Time Enrollment Requirement

- F-1 students must continue to maintain a [full course of study](#) during every Fall and Spring semester, regardless of any CPT opportunities. The Department of Homeland Security considers engaging in a full course of study, physically attending classes, and making normal progress towards degree completion to be the foundation of maintaining a lawful and valid F-1 status.
- Please note- students with an approved [Final Term Reduced Course Load](#) are eligible to apply for part time CPT.



CPT vs. On-Campus Employment

CPT authorization allows international students in F-1 status to pursue internships and other off-campus training or employment opportunities before completing their course of study. F-1 students require special authorization such as CPT before engaging in any off-campus employment.

On-campus employment does not require special authorization such as CPT for students in F-1 status. On-campus employment is allowed up to 20 hours/week during the Fall and Spring semesters, and may be full-time during the winter intersession and summer term, as well as during semester breaks.



CPT vs OPT

Optional Practical Training (OPT) is generally utilized by students after completing their course of study. OPT similarly allow off-campus employment directly related to the major field of study. OPT applications require the adjudication of US Citizenship and Immigration Services (USCIS), which usually entails 3-5 months processing time.

CPT does not require USCIS adjudication. CIE will authorize your CPT on your I-20 so the process is generally much quicker.



CPT and Unpaid Internship

The US Department of Homeland Security has stated that "Compensation is not a consideration when determining whether an opportunity qualifies as CPT." Therefore, if a training opportunity meets the necessary criteria, CPT is recommended even if the training is unpaid.

CIE recommends CPT for students who are doing unpaid internships.



CPT Eligibility

1. You are currently in lawful F-1 status and have a declared major
2. You still have required coursework to complete for your academic program in order to earn your degree
3. You have been enrolled full time for at least one full academic year (2 consecutive semesters) prior to the start date of your CPT
4. You have obtained an internship offer letter and the activities you will perform during the internship are going to be directly related and integral to an established curriculum in your field of study
5. You will enroll an internship class for each term you are requesting CPT and you are enrolled full time or on an approved academic reduced course load
6. Your internship site has completed the partnership agreement with The Office of Internships at CSUEB
7. You have completed all CalStateS4 procedures



Eligibility- 1

You are currently in lawful F-1 status and have a declared major

Lawful F-1 Status

You are in lawful F-1 status if you have a valid I-20 and an I-94 record that confirms your immigration category is F-1 and that your admit until date is D/S.

Declared Major

In order to obtain authorization for CPT, the training must be directly related and integral to your major field of study.



Eligibility- 2

You still have required coursework to complete for your academic program in order to earn your degree

Credits/degree requirements must remain for degree completion.

CPT authorization is intended to help students gain skills and a practical understanding of their ongoing academic coursework. Engaging in CPT should not delay degree completion nor can it be used by someone who has already completed all of their degree requirements.



Eligibility- 3

You have been enrolled full time for at least one full academic year (2 consecutive semesters) prior to the start date of your CPT

What is one full academic year?

If a student has been enrolled for two full semesters, i.e. Fall and Spring, this means that they have been enrolled for one full academic year. Summer term and one semester (either Fall or Spring) does not qualify as one full academic year.

What is one full time enrollment?

[Full time enrollment](#) is required for all continuing F-1 students but the credit enrollment requirements differ for graduate and undergraduate students.



Eligibility- 4

You have obtained an internship offer letter and the activities you will perform during the internship are going to be directly related and integral to an established curriculum in your field of study

Internship Offer

CPT approval is internship or training specific. Your major department or the Internships office are required to verify your internship activities are related to your major.

Integral to an established curriculum

An integral internship is one that is either:

- required for all students in your major field of study to complete in order to graduate, or
- an optional training for which you will receive academic credit that counts towards your degree program.



Eligibility- 4- Two Exceptions

Required internships for graduate students

A graduate student may apply for CPT prior to completing one full academic year of full-time coursework if that student's academic program requires all students in that program to participate in a practical training prior to completing one full academic year of enrollment.

Authorized Reduced Course Loads (RCLs)

In most cases, F-1 students who have been formally approved by the CIE for reduced course during the first academic year of enrollment are exempt from this requirement.



Eligibility- 5

You will enroll in an internship class for each term you are requesting CPT.

Required Internship for all students in your major

You will be required to enroll in your major's internship course and provide documentation from your major advisor that the internship will complete the class requirements.

Optional internship for credit

You will be required to enroll in a departmental internship class (498 or 698). If your department doesn't list an internship course, you are not eligible for CPT.

Undergraduate example- CS498 or MGMT498

Graduates - CS698 or MGMT698

Your CPT I-20 approval is based on the internship course enrollment. Once you start your CPT employment, you can not drop the internship course even if you'd like to discontinue the CPT employment.



Eligibility- 6

Your internship site has completed the partnership agreement with [The Office of Internships](#) at CSUEB

Approved Internship Site

If your internship site is already listed on [CalStateS4](#), your site has already created a partnership with CSUEB.

Request to Initiate Partnership

If your internship site is not listed on [CalStateS4](#), your employer will have to complete the [Request to Initiate Partnership](#) process.



Eligibility- 7

You have completed all CalStateS4 procedures.

Complete Internship Placement

Once your internship is registered in CalStateS4, you will have to complete the [Internship Course Intake Form](#) and your “Placement” at the internship via CalStateS4.



Application Procedure

1. Finishing reading this tutorial and review the [CPT Handout](#)
2. Obtain an internship offer letter
3. Contact your major department to confirm availability of internship class and departmental procedures
4. Check to see if your internship site is registered in CalStateS4 or you need to request them Initiate a Partnership
5. Confirm your internship site has listed your internship opportunity in CalStateS4
6. Complete Internship Course Intake Form
7. Place in CalStateS4
8. Enroll (full time student and internship class)
9. Request a CPT I-20 Request form to CIE
 - a. Submit the CPT I-20 Request Form
 - b. Submit a copy of your internship offer letter



Offer Letter

Your internship offer letter must contain the following but not limited to

- On company letterhead
- Your job title
- Detailed training description listing your specific duties, tasks, goals, etc...
- Specify the full address of the employer (street, city, state, and zip code) even if the internship is remote
- Specify the number of hours per week you will work
- Specific start and end dates of internships (keep in mind that CPT will only be authorized **one term at a time**)
- Be signed by the employer

Need help finding an Internship? Check out the [GET HIRED website!](#)



Departmental Procedures/Class

Contact your major department to confirm

- Internship class availability and number
- Additional requirements your major department requires such as pre-reqs, no academic dishonesty reports, etc.

If your major department does not list an internship class in the university catalog or they are not offering it the semester which you are requesting CPT, you are not eligible for CPT.

IMPORTANT: Not all departments allow late enrollment into the internship class so you need to plan accordingly!



Internship Site Partnership in CalStateS4

Check [CalStateS4](#) for your Internship Site. If it is already listed, you can skip this step!

If your internship site is not listed in CalStateS4, they will need to complete the Request to Initiate Partnership process.

- You are required to complete the [Student Internship Site Request Form](#)
 - This will allow CalStateS4 to send a request to your internship site and the faculty of your internship class.
 - The internship site will receive an email with instructions to complete the process
- This process can take from a week to months to complete!
- All questions regarding this process should be directed to internships@csueastbay.edu
- You will receive an email when the site has been approved



Internship Site Opportunity

If your site was already partnered in CalStateS4, you will need to confirm the site has listed an “opportunity” that matches your internship.

- If the opportunity that is listed matches your internship, you can move onto the next step
- If there is no opportunity listed or any listed opportunities do not match your internship, your site will need to list an opportunity for you.
 - Your site will need to follow the steps listed under “Submitting Additional Academic Internship Opportunities” on the [Internships Sites](#) page.

All questions regarding this process should be directed to internships@csueastbay.edu



Internship Course Intake Form

You will not be able to complete this process until you have received the confirmation email that your site has been approved. You will need your offer letter in order to complete this process.

To complete the Internship Intake Form

1. Log into CalStateS4
2. Click the internship button at the bottom of the page to request enrollment in an internship course for academic credit
3. Complete the form
4. Upload and submit your offer letter
5. On your Home screen, click “Place” and complete the required forms

You will receive an email confirmation when your request has been processed.

All questions regarding this process should be directed to internships@csueastbay.edu



Placement in CalStateS4

Once the faculty member or academic department has approved your internship course and you receive the confirmation email, you will need to complete the “Placement” in CalStateS4

1. Login into CalStateS4
2. Click “View My Placements”
3. Select your internship placement (eg. Placement #140000)
4. Click the green “Assign Course” button
5. Under “Course”, select the internship course
6. Click “Save Changes”

You have successfully completed all the registration and placement steps for CalStateS4!



Request CPT I-20

Before you start your internship, you must obtain your CPT I-20 from CIE.

Submit the following to CIE@csueastbay.edu

1. [CPT I-20 Request Form](#)
2. Copy of your Internship Offer Letter

CIE will not process your request until you have completed all CalStateS4 procedures and are enrolled full time (including the internship class) or have an approved reduced course load on file.

An international student advisor will review your CPT application and issue your CPT I-20 if all requirements are met. Normal processing time is 3-5 business days once completed application has been submitted.



CPT I-20

- You will receive your CPT I-20 via email to your horizon email account.
- You are required to print then sign and date your I-20.
 - Keep all your I-20's for your personal records

Remember- you cannot be working until you have your CPT I-20!



Employment Authorization

You are only authorized to pursue training at the specific employer, location and time period listed on your CPT I-20. An example is below

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	16 MAY 2022	05 AUGUST 2022

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	16 MAY 2022 - 05 AUGUST 2022		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Amazon.com, Inc.	16 MAY 2022	05 AUGUST 2022	Cupertino, CA

You must stay enrolled in the Internship Course for the full semester/term and complete all course requirements. Obtaining a No Credit for the internship class may make you ineligible for future CPT authorizations.



Changes to CPT Employment

- If you want to change your internship placement, you will need to obtain permission from your internship class faculty and/or academic department.
- If approved, you will need to
 - Process a new CalStateS4 partnership/internship placement
 - Request CIE to end your current CPT
 - We will require documentation from your internship site showing an end date or indicating you didn't begin your internship
 - Request a new CPT I-20 once you have completed the procedure as online in this tutorial.



Cancellation or Discontinuation of CPT

Cancellation of CPT

If you've obtained the CPT I-20 but haven't started CPT employment, and plan to cancel the CPT I-20.

- Inform CIE as soon as possible so that we can cancel your CPT authorization in SEVIS.
- If you notify us during the drop/add period, you may drop the internship course AFTER CIE cancels your CPT I-20.

Discontinuation of CPT

If you've obtained the CPT I-20 and started your CPT employment, but you plan to discontinue/shorten your CPT.

- Inform CIE as soon as possible so that we can shorten your CPT authorization accordingly in SEVIS.
- You must NOT drop the internship course. You must stay enrolled in the internship course for the entire semester/term even if you've only worked for one day.
- Dropping the internship course in this case will result in the termination of your F-1 status.



Continuing CPT with same site

If you would like to continue your CPT for the next semester/term, you will need to

- Obtain a new offer letter from your internship site
- Complete the Internship Intake Forms on CalStateS4
- Complete your Placement on CalStateS4
- Submit your CPT I-20 Request form to CPT

If you complete this process before your current CPT authorization expires, we can authorize the break between semesters/terms so you don't have a gap.



Continuing CPT with different site

If you change internship sites for your next CPT, you will be required to complete the process in entirety as described in this tutorial.

You are not eligible to obtain CPT authorization for the break between semesters/terms. Your CPT authorization date will be the first day of semester.



Links!

CIE

- Email- cie@csueastbay.edu
- [CPT Information](#) and link to Handout
- [Social Security](#)- information on how to obtain a Social Security number if you don't have one

Internships

- Email- internships@csueastbay.edu
- [GET HIRED](#)- job postings!
- [CalStateS4](#)- “sites” page and placement

