

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) allows F-1 students who are maintaining status and have completed one academic year of full-time study in the U.S. the opportunity to work off-campus. Immigration regulations for F-1 students require that CPT must be 'an integral part of an established curriculum'. The University's definition for 'integral' is explained below. CPT is authorized by the **Center for International Education (CIE)** in the form of an endorsement on page 2 of the I-20 indicating the location, number of hours, and duration of the practical training.

The primary purpose for students in F-1 status is academics and any CPT can only be secondary to that objective. Employment/Internships cannot interfere with or cause delay in timely completion of your program.

In order to be authorized for CPT, you will be working with multiple offices on campus – CIE, Internships, and possibly your academic department. Therefore, you will need to plan in advance to be sure that you have met all of the requirements before you wish to begin your CPT experience.

DO NOT BEGIN WORKING UNTIL YOU HAVE RECEIVED THE EMPLOYMENT AUTHORIZATION ON YOUR I-20.

CPT Eligibility

The following requirements must be met before CIE will authorize CPT:

- You must currently hold valid F-1 status.
- You must have been enrolled as a full-time student in the US for at least 1 academic year (2 consecutive semesters)
- You must be still working towards completion of the academic program indicated on your I-20. *If you have completed all degree requirements (even if you have not filed for graduation), you are no longer eligible for CPT.*
- You must be a student in good academic standing. If you are on Academic Probation or Disqualification, you will NOT be authorized for CPT.
- The internship must be considered an 'integral part' of your academic program.
- Your academic program department must offer the Internship class for the specific semester you are applying for.
- Your prospective Internship site must be an approved internship site in CalState S4 or your program must have received permission to bypass CalStateS4

Definition of 'integral part'

To be considered 'integral', the practical training must be either a REQUIRED or OPTIONAL part of your academic program. If the practical training is related to and a requirement of your degree program, then it automatically qualifies for Curricular Practical Training. However, you still need to apply for the Curricular Practical Training through the **CIE** in order to have legal authorization to work in the U.S.

If the practical training is related to but not a requirement of your degree program, then to consider the practical training 'integral', you must enroll in, and pay for, academic credit. Most students can satisfy this requirement by enrolling in their academic department Internship class.

CalState S4

Cal State East Bay is committed to building partnerships with internship sites that choose to host an internship experience at their job site with the intention of connecting academic content to career experience, learning specific career skill sets needed for their profession. All sites wanting to partner with Cal State East Bay must abide by the [U.S. Department of Labor's description of Internship Programs Under The Fair Labor Standards Act](#). Please visit the [CSU East Bay Internships website](#) for details on CalStateS4 and outline of the steps required to process your internship site partnership.

Application Deadline

You may apply for CPT as long as you are still able to enroll in the appropriate academic course for the semester/term of the proposed employment. However, keep in mind that your **employment** is authorized only by the Center for International Education, so even if you have received academic approval to participate in an Internship course, you may not begin work until you have received employment authorization on your I-20 from an international student advisor.

CPT Authorization Dates

Fall and Spring Semesters- Since you are working as a requirement of an academic course, the dates of employment/practical training will generally be tied to the dates of the academic semester. In other words, your first date of authorization will be the first day of the semester and end the last day of the semester. If you require an earlier start date, your request will be reviewed on a case-by-case basis. Your CPT cannot be authorized or extended only for the “break” period between semesters.

Summer Term- Summer CPT dates can be authorized for the day after Spring semester until the day before Fall semester, unless summer is your final term and your end date for CPT will be the last day of summer classes. However, the authorization dates on your I-20 will match your internship offer letter.

Exception: If you have been authorized for CPT for Fall semester and you renew your CPT with the same internship site for Spring semester, we can authorize you to work during the winter break (in other words, continue your employment without a break). **However**, you must continue employment at the same internship site and we CANNOT backdate employment authorization, **so you must stop working until your new authorization is processed.**

Full Time or Part Time Authorization

You may only be authorized for full-time employment/practical training during the Summer term *and* you are enrolled less than full-time (including internship units). You must still be enrolled in the internship or field experience course to be eligible for CPT, including Summer or anytime you are on a reduced course load.

If Summer term is your last term, you cannot be on your annual vacation, therefore your CPT cannot be full time. You will only be authorized for part-time CPT if it is your last semester/term or if you are no longer taking coursework but are working on your thesis, project or comprehensive exam.

CPT Renewal

If you are continuing your CPT with your current internship site, you will need to complete the internship placement process again and obtain a new letter or memo from the internship site verifying you will be continuing your CPT. If you are changing internship sites, you will be required to complete all steps outlined for the CPT Procedure and your start date correspond with the semester start date. If you require an earlier start date, your request will be reviewed on a case-by-case basis.

Term Limits of CPT Authorization

Enrollment in Internships may be repeated for CPT for a **MAXIMUM** of 3 terms* during a student's degree program, regardless of change of option within a particular major or change of major degree program. However, if the departmental requirements as defined in the University catalog allow for FEWER than 3 terms, the Center for International Education will not exceed the requirements in the catalog. If you are applying for CPT based on a department specific course (such as fieldwork experience), the limit will depend on the requirements of that department.

*Term- one semester or one summer session is considered a term.

An F-1 student will only receive authorization for CPT beyond the maximum stated above if he/she completes one degree (i.e. bachelor's degree) at CSUEB and is admitted to a new degree program that allows for an internship experience.

Changing Internships Sites

The authorization you receive is company and site specific. Therefore, CIE would need to authorize new employment and notify SEVIS that you have terminated your previous employment. We will only consider this if this internship site change is approved by all parties (Cal State S4/Internships and your academic department). In addition, CIE will request written documentation from your first internship site verifying the termination date of your employment with them.

Departmental Internship Class

You are required to enroll in your academic department internship class if they offer one. If your academic department does not offer an internship class or does not offer the class for the semester/term you are applying for, you are not eligible to apply for CPT.

REQUIRED fieldwork or internship course for program (EPSY 695, HOS 498, etc)

This process is very similar to obtaining CPT with an internship course. You will need to meet with an international student advisor in the CIE and bring the following documents:

- [CPT Request Form for Degree Requirement](#)
 - Do not complete the CPT Request form in this handout
- A letter from your proposed internship site describing your position, employment location, dates of employment, and number of hours per week.
- Be enrolled in the Internship/Fieldwork Course for the semester/term you wish to start CPT

CIE will review your documents and after we have determined that you are eligible for Curricular Practical Training, the employment authorization will be noted on your new I-20.

Will my OPT be affected?

Usually, no. Curricular Practical Training and Optional Practical Training are separate categories of employment in U.S. Citizenship and Immigration Services (USCIS) Regulations. Therefore, time authorized for CPT is not deducted from your 12 months of possible OPT. There is only one exception: if you complete 12 months of FULL-TIME CPT, you will NOT be eligible to apply for OPT.

REMINDER - DO NOT BEGIN EMPLOYMENT UNTIL AFTER YOU HAVE RECEIVED THE AUTHORIZATION FOR CURRICULAR PRACTICAL TRAINING ON YOUR I-20.

Procedure to Apply for CPT

1. Review the [CPT Tutorial](#). This will answer the majority of your questions!
2. Review the Internships Procedure with CSUEB Internships Office. The majority of the process will be with the Internships Office and your major department. Please review the [Internships website](#) for detailed steps to complete. If you have any questions regarding these steps or CalStateS4, all questions must be directed to internships@csueastbay.edu.
3. CalStateS4 Confirmation- once you receive your confirmation email from CalStateS4 that all Internships Office required procedures have been completed, you may start the process to obtain CPT.
4. Full time Enrollment- You must be enrolled full time or have an approved [Reduced Course Load](#) before CIE will review your CPT request documents. You must be enrolled in the internship course.
5. Submit CPT I-20 Request to CIE: Email the following documents to CIE or an advisor:
 - a. CIE CPT Request Form (included in this handout)
 - b. Internship Offer Letter
6. Obtain new CPT I-20: CIE will review your documents and after we have determined that you are eligible for Curricular Practical Training; we will issue you a new I-20 with the CPT authorization. CIE will process your request and we will email you a scanned copy of your CPT I-20. Do not start working until you have the CPT I-20.

Social Security Number: If you do not have a social security number, you will need to follow the procedures outlined [here](#) to obtain a social security number with your CPT I-20.

CPT Extension: In order for CIE to extend your CPT, you must renew all required documentation for the semester/term you wish to extend for. You will ONLY be authorized for the break period between semesters/term the authorization is for the same internship site and you have your CPT authorization extended. You must stop working until you have renewed your CPT authorization. We cannot backdate CPT.

To: Prospective Internship Sites/Employers of International Students on F-1 Visas:

International students on F-1 visas may, before completion of their course of study, be legally employed under a program called Curricular Practical Training (CPT). CPT is defined by the United States Citizenship and Immigration Services (USCIS) as an “alternative 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” (8 CFR 214.2 (f)(10)(i)). Students qualify for the benefit of CPT if the employment is an integral part of the establish curriculum. CPT can be either part-time (during the time school is in session) or full time (during vacations and holidays).

The authorization for CPT comes in the form of an endorsement on the second page of the student's I-20 by a Designated School Official (DSO) of the student’s school. This endorsement, along with an I-94, satisfies I-9 requirements (page 31 Department of Justice publication *Handbook for Employers: Instructions for Completing the I-9*). CPT is only valid for the period indicated by the DSO’s endorsement.

It is important to note that before the authorization on the I-20 can be done -- and therefore before the student can legally begin any form of employment -- the student MUST meet the on- campus requirements related to Internship activities. Information regarding those procedures is available in our office, or at the Cal State East Bay Internships office. Those requirements include the need to have the internship site approved for a partnership agreement through CalState S4 and also have a faculty person agree to serve as supervisor for an internship course.

If you have any questions or would like additional information, please do not hesitate to contact me.

Cordially,

Kelly S. Moran, Director
Center for International Education
California State University, East Bay

Degree Optional CPT Request Form

Please complete this form to seek authorization from CIE to accept an off-campus internship under the terms of Curricular Practical Training (CPT). Please make sure all other requirements (CalStateS4, class enrollment) is complete before submitting this form to CIE.

Student Information

| | |
|---------------------------|-----------------|
| Family/Last Name: | First Name: |
| NETID: | SEVIS Number: N |
| Telephone: | Email: |
| Expected completion term: | |

CPT Employment Information (Complete ALL fields)

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| <p>*Fall and Spring CPT dates generally start no earlier than the first day of the semester instruction and end no later than the last day of finals.</p> <p>*Summer CPT can be granted from the day after the spring semester until the day before Fall semester unless Summer is your last term. Summer as last term CPT ends the last day of Summer term.</p> <p>**Your CPT dates on your I-20 will match the dates listed on your offer letter if within the parameters of the semester**</p> | |
| Requested Start Date: | Requested End Date: |
| <input type="checkbox"/> Part Time (20 hours/week or less) | <input type="checkbox"/> Full Time (More than 20hours/week) |
| Company Name: | Internship Title: |
| Company Address (You MUST list company address even if internship is remote): | |
| Is this internship a remote opportunity: Yes No | |

Class Enrollment Information

| | | | |
|---|-----|----|-----------------------------|
| <p>You must be enrolled in the class listed below before you can submit this form. You MUST remain enrolled in the class listed below for the full semester (even if you stop your internship during the semester)</p> <p style="text-align: center;">This CPT is not a degree requirement and I will be receiving course credit in the following course (course title/number required): _____</p> | | | |
| CalStateS4 Complete: | Yes | No | Is Summer your last term?: |
| | | | Yes No |

Applicant Requirements and Responsibilities

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|---|
| Please review the requirements and responsibilities below: |
| <ul style="list-style-type: none">• I have reviewed the CPT handout and confirm I have met the CPT requirements |
| <ul style="list-style-type: none">• I understand that I must enroll in the required degree class each term I wish to be authorized for CPT |
| <ul style="list-style-type: none">• I understand I cannot start working before the date authorized on my I-20 |
| <ul style="list-style-type: none">• I understand that I can only work for the internship site and the dates indicated on the 2nd page of the I-20 |
| <ul style="list-style-type: none">• I understand that I must maintain my F-1 status at CSUEB while engaged in CPT. If I fail to maintain F-1 status, I understand that my CPT will be terminated and I will no longer be able to work. |
| <ul style="list-style-type: none">• I understand it is my responsibility to register for, pay for, and complete the required degree class the CPT is authorized for. |
| <ul style="list-style-type: none">• I understand that if I obtain a CPT I-20 for the summer term before summer classes start, I must stay enrolled in the class until the end of summer term. If I work for at least 1 day using CPT and drop the class, my SEVIS record is subject to termination. |
| <ul style="list-style-type: none">• I understand I must stay enrolled in the internship class for the full semester/term, otherwise my SEVIS record will be subject to termination. |
| <ul style="list-style-type: none">• I understand the dates of my CPT authorization will match the offer letter dates as long as they are in the parameters of the semester. I understand that CPT cannot be backdated. |
| <ul style="list-style-type: none">• I understand that I cannot work after my authorization end date even if I received an extension from the internship site. I understand I must stop working until I have new CPT I-20 with dates covering the extension period. |
| <ul style="list-style-type: none">• I understand it is my responsibility to notify CIE if I stop working during my CPT period. |

Acknowledgment and Signature

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| I have read and understand the above statements. It is my responsibility to abide by the regulations governing CPT and to maintain my F-1 status. Failure to abide by the requirements will terminate my F-1 status and my ability to work and otherwise remain in the USA. | |
| Student Signature: | Date: |