

# Applying for CPT

## (Curricular Practical Training)

**The Basics:** Curricular Practical Training (CPT) is defined to be “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.” It must be an *integral* part of an established curriculum and requires verification by the international student advisor.

### General Requirements:

1. CPT is available to F-1 student visa holders prior to completion of their studies during the regular academic year.
2. Employment must be temporary and directly related to the student’s field of study.
3. Students must have been in full-time status for at least “9 consecutive months.”
4. Students who work more than 20 hours per week while in CPT will lose a proportionate amount of time from their 12 months of OPT.
5. In order for work to be considered permissible under CPT, it *must* be an *integral* part of your degree requirement.
6. Employment authorization is employer specific and requires an offer of employment.

**The Application Procedure:** If you believe that you qualify for curricular practical training, you should be prepared to explain to the international student advisor the type of work you propose to do and how it is directly related to the requirements of your degree program. In order to receive approval for CPT you must submit the following to the international student advisor:

- Your original I-20**
- Form I-538**, you do not need to bring this form to your appointment, as it is available online and should be completed at the meeting with the international student advisor.
- A Completed Curricular Practical Training Application:** Your advisor must fill out and sign the application. You are responsible to complete the application in a timely matter.
- A Letter from your Proposed Employer:** Your proposed employer should prepare a letter on company letterhead explaining the type of work you will be engaged in and the number of hours per week you will be expected to work. This letter should also state the job location and dates of employment.

If you have additional questions, please contact the International Student Advisor at 415-575-6157.