

Curricular Practical Training (CPT) Policy and Procedures

- I. Curricular Practical Training (CPT) is a temporary off-campus work/internship authorization for current full-time F-1 students who want to gain practical experience in their field of study before the completion of their program.
- II. The internship position must be an integral part or a required part of the student's curriculum. This includes any type of required internship or practicum, or any required work in the student's major field of study for which course credit is received.
- III. F-1 students must obtain CPT authorization (CPT I-20) from the UCR ISS office prior to working off-campus.

CPT ELIGIBILITY

To be eligible for CPT, an F-1 student must:

- I. Status & Academic Standing
 - Have a valid F-1 immigration status at UCR and be enrolled as a full-time student at UCR.
 - Be making normative progress in their academic program and in good standing (please refer to your academic department policies).
- II. One Academic Year Requirement
 - Have completed one full academic year as a full-time student prior to the CPT request in a valid F-1 student status.
 - a) *Transfer Students:*
 - You may use time spent in valid F-1 status before starting at UCR to count towards this requirement if you have the same SEVIS number as your prior school.
 - b) *Change Status Students:*
 - You may use time spent in another qualified immigration status (e.g., E-2, H-4) if you changed your status to F-1 while in the U.S., as long as you were consecutively enrolled in a full-time qualified program at a SEVP-approved university or college for one academic year.
 - c) *ESL Students:*
 - Time spent studying English at a SEVP approved school, does not count towards the one-year requirement.

III. Job Offer & Course Enrollment

- Have a job offer at the time of application.
 - a) Have a job position that is integral to their established curriculum.
 - Note: For PhD students who have advanced to candidacy, the job position must be integral to their dissertation research.
- Be concurrently enrolled in an internship course (i.e., 198i, 298i, or 398i).

Additional Information regarding CPT Eligibility

- I. Graduate students in filing fee status are not eligible for CPT.
- II. 12 months of full-time CPT will cancel the student's OPT eligibility. Part-time CPT will not impact OPT eligibility.
- III. Per Graduation Division policy, graduate students may not be employed more than 50% (20 hrs. per week) including on -campus and off-campus employment combined.

HOW TO APPLY FOR CPT

1) Gather and complete the required CPT application documents:

- CPT Request Form Offer Letter
- Offer Letter on Company Letterhead (**see sample letter pg.5**)
 - Your Name
 - Job Title
 - Job Duties/Responsibilities
 - Company Address
 - Working Hours per Week
 - Start Date
 - End Date
 - Company Information,
 - Salary
 - Employer's Signature
- Enroll in the appropriate internship course (i.e., 198i, 298i, or 398i course)

2) Submit CPT documents to the UCR ISS Office (internationalstudents@ucr.edu):

- Offer Letter on Company Letterhead
- CPT Request Form
- Proof of enrollment in internship course

3) An ISS Advisor will review CPT documents.

- Please allow 10-12 business days for processing.

- 4) **An ISS Advisor will email the new I-20 with CPT authorization to the student's UCR email**
- 5) **Once the F-1 student receives the CPT I-20, they may begin working within the CPT authorization dates on the I-20.**

CPT AUTHORIZATION POLICIES

- F-1 students may not begin working off-campus until they receive the CPT authorization (CPT I-20) from the UCR ISS office. Working before receiving proper work authorization is a violation of F-1 status.
- It is the student's responsibility to consider the processing timeline and file in a timely manner.
- CPT is authorized for a specific employer. You cannot change jobs to another employer while on CPT. If you wish to engage in CPT with a different employer, an entirely new CPT application must be submitted.
- Students are required to complete their internship course to remain legally employed while on CPT.
- F-1 I-20 program extensions will not be granted for the purpose of CPT.
- CPT authorization cannot be backdated.
- CPT requests are only approved on a quarterly basis.
 - The earliest CPT start date is generally the start date of the quarter. However, you may choose a start date that begins during the break immediately before the internship quarter if you have an academic reason to do so.
 - The latest CPT end date is generally the last day of the quarter. However, you may choose an end date that ends during the quarter break immediately after the internship quarter and before the next day of instruction if:
 - a. you have an academic reason for extended dates
 - b. you will continue to be a student enrolled in the next quarter (filing fee excluded).
- Each quarter requires new CPT application forms.
- Fall, Spring, Winter Quarters:
 - During the academic term, CPT is limited to part-time (20 hrs. or less per week).

- The only exception is for PhD students who have advanced to candidacy and require full-time CPT during the academic term in order to complete their thesis/dissertation research. These students must obtain approval and an explanation from their Graduate Advisor on the CPT Request Form.
- Undergraduate students participating in the UCDC program should see an advisor for information about that program specifically.
- Summer Quarter:
 - During the summer break, continuing students may request full-time (more than 20 hrs. per week) or part-time (20 hrs. or less per week) working hours if they will be continuing students in Fall quarter.
- Graduate students should consult with Graduate Division and their department to ensure that engaging in CPT does not impact any scholarship, fellowship, TA or GSR support.

Dear Employer,

Students in F-1 status, who want to pursue Curricular Practical Training (CPT) or an internship program in their field of study, are required to obtain a job offer letter from their prospective employer before being authorized for the practical training.

Please provide a letter that includes the following information:

- Description of the training program, including its location, the name and address of the training supervisor, number of hours per week, salary, and dates of the training
- Goals and objectives of the training program
- Statement acknowledging that the training relates to the student's major field of study

If the student does not already have a Social Security number, they will need to apply for one at the Social Security Administration office, and this job offer letter will need to be included in the application for SSN. If the student will be applying for a Social Security number, please also include the following information in the letter:

- Job title/position
- Supervisor's contact information
 - Phone number
 - Email address

SAMPLE LETTER

(For Company/Institution Offering CPT Internship for an International Student In F-1 status)

This letter is to support the participation in an F-1 Curricular Practical Training work-based learning experience of F-1 student, **(Name of Student)**.

We agree to provide the student with an educational work-based learning experience (internship) directly related to the student's major field of study, fulfilling all or part of the student's degree or internship course enrollment requirements.

Please see below for the specific details of the student's internship position:

- Company Name

- Company Address
- Student's Job Title
- Job Duties and Responsibilities
- Goals and Objectives of the training program
- Number of hours per week
- Start date and end date
- Salary
- Supervisor's Name (please note supervisor must NOT be an F-1 or J-1 visa student)
- Supervisor's job title
- Supervisor's contact information
 - Phone
 - Email

If you have any questions, I can be reached at (email and phone number).

Thank you.

Sincerely,

Employer's Signature (Digital or Handwritten Signature)

Employer's Name

Employer's Official Title

Curricular Practical Training (CPT) I-20 Request Form

STUDENT INFORMATION

To be completed by the student

Family Name: _____ Given Name: _____

Student ID #: _____ Major: _____

Email: _____ Cell #: _____

U.S. Address: _____

City: _____ State: _____ Zip Code: _____

Degree:

Bachelor's Master's PhD

Are you currently employed on-campus?

Yes, _____ hours per week No

Which term is your final quarter?

Fall Winter Spring Summer Year: _____

CPT EMPLOYMENT INFORMATION

To be completed by the student

CPT Quarter:

Fall Winter Spring Summer Year: _____

Company Name: _____ Position Title: _____

Company Address: _____ Unit #: _____

City: _____ State: _____ Zip Code: _____

CPT Start Date: _____ CPT End Date: _____

Expected Hours per Week: _____

Employment Type:

Part-Time (20 hours or less per week)

Full-Time (more than 20 hours per week)

I have read and understand the requirements of CPT.

I certify that this internship opportunity is an integral part of my established curriculum and understand my responsibilities in relation to my CPT authorization.

I understand that I cannot begin my internship before receiving my I-20 with CPT authorization dates and that I cannot engage in CPT with an employer other than the one indicated on my CPT I-20.

I understand that my CPT authorization will be revoked if I withdraw from my internship course.

I certify that this internship is directly related to my major at UCR and that I have not completed my program requirements.

Student's Signature: _____ Date: _____

ACADEMIC DEPARTMENT REVIEW/APPROVAL

To be completed by the Advisor

- Undergraduate Students: Academic Advisor
- Graduate Students: Graduate or Faculty Advisor

Please select one to explain how this CPT experience is an integral part of the student's curriculum.

Degree Requirement: I certify that this internship is a required part of the student's program. All students in the program are required to complete an internship in order to graduate as outlined in the course catalog. The internship is directly related to the students' major course of study.

Non-Required Course Credit: I certify that this internship is a non-required part of the program that is integral to the student's program of study (i.e. will contribute to student's research efforts) pursuant to a credit-bearing course with a practical training component (please enter the course information below). The internship is directly related to the student's major course of study.

By signing this form, I certify that this student is academically eligible for an internship per our program/degree requirements and that it is integral to their major program of study, thus meeting Department of Homeland Security eligibility requirements for an off-campus internship

Internship Course Title: _____ Quarter/Year: _____

Anticipated Program Completion Quarter/Year: _____

Has the student advanced to PhD candidacy?

Yes

No

N/A

Internship Goals:

How will the internship be evaluated? What academic deliverables are required for the internship?

If this is a PhD student who has Advanced to Candidacy, please explain how the CPT experience is integral to the student's completion of thesis/dissertation. If the student is requesting full-time CPT during the academic term (Fall/Spring/Winter), please explain why a full-time internship is required.

Advisor's Printed Name: _____ Department: _____

Telephone number: _____ Email address: _____

Advisor's Signature: _____ Date: _____

OFFICE USE ONLY: GRADUATE DIVISION APPROVAL

Graduate Division Representative Signature: _____