

CPT (Curricular Practical Training) Information

General Information

Curricular Practical Training is defined as “employment which is an integral or important part of a student’s curriculum, including 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.” Thus, CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student’s academic program, prior to completion of that program.

Types of CPT

- Required by the degree program. Training that is required from everyone in the program by the program as part of the core requirements always meets the requirements for CPT.
- Not required by the degree program. Training that is not required by the degree program, but meets the requirements for CPT if the work is an integral part of the program of studies, and the student receives academic credits for the employment experience. Students can either sign up for an internship class or connect CPT to a relevant class being taken during that semester.

Who can participate?

- Students who have been lawfully enrolled full-time for one academic year may apply to participate in this type of training.
- However, graduate students in programs that include immediate, mandatory training are not bound by the one-academic year in full-time status requirement as long as such employment is required from everyone in the program as part of the degree requirements.
- To be eligible for CPT, you must have a job offer as the CPT employment authorization will be position and employer specific. If there are any changes in the terms and conditions of the CPT, please contact the Center for International Programs immediately as a new CPT authorization might be necessary.
- Students may participate in full- or part-time CPT. Students must maintain full-time enrollment during the mandatory academic year (fall & spring semesters) and are required to register for at least one class that is directly related to CPT. Students may not take a reduced course load and then apply for CPT, except: (1) when a master’s student has completed all course work excluding thesis; or (2) when a student is in the last semester before graduation and is getting the balance of credits for the degree program.

Application Procedure

At least 5-10 business days before employment is arranged to begin, make an appointment to see an immigration advisor in the Center for International Programs (CIP). You may call the front desk, (707) 826-4142, or visit the receptionist in the CIP to set up an appointment.

Complete required paperwork/documents and bring to appointment. **CPT must be authorized before employment begins.**

Please bring the following to your appointment:

- Completed “Curricular Practical Training Recommendation” form (attached)
- Official offer letter from the employer on the employer’s official letterhead with original signature

Upon reviewing the items above, an immigration advisor will prepare a new SEVIS I-20 with the CPT endorsement/approval. This endorsement serves as your authorization to work for a per-determined amount of time. You may only participate in CPT after receipt of the endorsed I-20. The recommendation form from the faculty advisor or department chair will be added to your file.

Additional CPT Information

Although authorized part-time (20 hours or less per week, not “average” 20 hours a week) CPT employment is permitted with no penalties until completion of a degree, students who have received one year or more of full-time (21 hours or more per week) CPT are ineligible for Optional Practical Training which is typically used immediately after graduation.

You are authorized to work for specific dates of employment on your I-20. You may not begin before the start date or continue working after the end date for which you have been authorized. If you expect that you will need to work beyond your end date, you must reapply for CPT. If you work beyond the end date, you will be working illegally and could lose future immigration benefits.

CPT (Curricular Practical Training) Recommendation Form

Curricular practical training, employment that is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. Students in English language programs are ineligible for CPT. To be considered for CPT, the work must not only be directly related to the major field of study, but must also be an integral or important part of studies. CPT is not meant to be a convenient employment opportunity.

Part A: Student Information

To be completed by the student.

1. Name: _____
Family name (Last) First name (Given)
2. Email: _____ 3. Date of birth: _____
4. Humboldt Student ID #: _____ 5. SEVIS #: _____
6. Phone number: _____ 7. Major & degree: _____
8. U.S. Address: _____
9. Where are you employed? On-campus Off-campus

CPT Employer Information

1. Employer name: _____ 2. Job title: _____
3. Employer address: _____
4. # of hours per week: _____ 5. Start date: _____ 6. End date: _____
7. List at least three duties you will be performing:

8. List all periods of previous authorized employment for practical training (if applicable):

Curricular Practical Training	Optional Practical Training

Certification

By signing below, I acknowledge: 1. work authorized under CPT must be an integral part of my curriculum, 2. failure to register for and successfully complete the course(s) relating to this CPT will result in the CPT authorization being voided, which may negatively impact my eligibility for further F1 benefits, 3. I will not be eligible for OPT if I work an aggregate of 12 months or more of full-time CPT, 4. I must continue to maintain good F1 status, this includes reporting all changes (address/employer info, etc.) within 10 days of the change, 5. I must complete all paperwork with my internship advisor at Cal Poly Humboldt upon completion of CPT.

I certify that the information provided on this form is true and correct.

Student signature: _____ Date: _____

CPT (Curricular Practical Training) Recommendation Form

Part B: Advisor Recommendation

To be completed by the academic advisor.

NOTE: During the school year, F-1 students must be enrolled full time. Students may participate in full- or part-time CPT during the annual vacation semester and are required to register for at least one class that is directly related to CPT. Students may not take a reduced course load and then apply for CPT, except: (1) when a master's student has completed all course work excluding thesis; or (2) when a student is in his or last semester before graduation and is getting the balance of credits for the degree program.

1. Expected date of degree completion: _____
2. # of units the student has completed: _____
3. # of units required for graduation: _____
4. My CPT recommendation is based on the following (check only one):

The CPT is a mandatory graduation requirement for all students, not just for this student. I have attached a copy of the catalog degree requirements proving such mandatory requirement. *(No further explanation is required).*

The employment is an integral part of the student's academic program of study/curriculum for which the student will receive course credits.

Please complete the following:

Course number: _____ Semester: _____

Criteria used for grade in course (i.e. exams, reports): _____

Describe, in detail, how the CPT employment is an integral part of the student's academic curriculum, or how it meets the student's academic objective. If you need more space, please write a separate letter.

If the student is required to enroll for the course during the semester stated, failure to enroll and complete automatically cancels the CPT authorization. If canceled, the student may not be eligible for further F-1 benefits.

Certification

I certify that the information provided on this form is true and correct.

Academic advisor name: _____

Phone: _____

Signature: _____

Date: _____