



Information Sheet and How to Apply

Curricular Practical Training (CPT) is an opportunity for F-1 international students to participate in professional, temporary employment such as an internship, co-op program, practicum or similar situation (paid/unpaid), which is undertaken prior to the completion of studies. **The training must be either a *required* part OR an *integral* part of the established curriculum for which the student receives *academic credit*.**

HOW TO APPLY

1. Complete Sections A and B of this CPT request form
2. Have your Major/Grad and your Faculty Advisor/Instructor for the class complete and sign Section C and D
3. Attach a copy of the official signed, employment/internship offer letter
4. Meet with an ISSS Advisor during walk-in advising to go over and turn in forms.
5. Pick up your new I-20 with CPT authorization at the front desk within 5-7 business days

You must apply for CPT for each quarter and you may not apply for more than one quarter of CPT at a time. If you wish to do CPT during summer, you are required to submit a separate CPT application form for summer.

ELIGIBILITY

CPT employment can be either full-time or part-time. However, if 12 months of full-time CPT is used then OPT is no longer permitted at that degree level. Part-time CPT or less than 12 months of full-time CPT will not impact OPT eligibility.

To qualify for CPT, a student must:

- Be in valid F-1 status for a full academic year (9 months), except for students whose program is less than one academic year and the work/internship is a requirement for their degree program
- Secure a job offer directly related to their field of study. **Job offer letter must include:**
 - First and last name of student
 - Employer's name and address
 - Job Title
 - Specific Job duties
 - Dates of Employment
 - Anticipated working hours per week
- Be registered in full-time courses at UCSC (with the exception of Summer unless last term) and in good academic standing; **CPT is not available to graduate students on *Filing Fee Status***

AUTHORIZATION

An ISSS advisor will grant permission for CPT after establishing the student's eligibility and reviewing CPT Application.

Employment may NOT begin until AFTER ISSS has issued the CPT Authorization with the employer's information on page 2 of the student's I-20; work authorization cannot be back-dated. The CPT I-20 will be issued within 5-7 working days and must be presented to the employer as evidence of work authorization.

Working prior to ISSS authorization is a violation of the terms of your F-1 status and can result in the accrual of unlawful presence.

Fall, Winter, Spring Quarters. Employment is limited to part-time (20 hours or less a week) during the fall, winter, and spring quarters. However, graduate students who have advanced to candidacy are eligible for full-time employment if employment is integral to their degree program and as long as approval has been received from the Graduate Advisor.

Students can begin CPT as soon as the day AFTER the end of classes of prior term (i.e. Winter CPT can start the day AFTER Fall Classes are done) and can do CPT until the day prior to the start of the next term (i.e. Winter CPT must end no later than day prior to the start of Spring Classes).

Summer. Full-time employment (more than 20 hours per week) is allowed for all continuing students in the summer. Students whose last term is Summer will not be eligible for full time employment unless they are PhD students who have advanced to candidacy. Students must enroll in the appropriate Summer Session course, <http://summer.ucsc.edu>. All students should consult an ISSS Advisor to determine eligibility and dates.



Curricular Practical Training (CPT) Request

Updated 10/28/2018

Part A: Student Information *(Completed by Student)*

Name: _____ / _____ / _____
(Family/Last) (Given/First) (Middle I.)

Student ID: _____ Phone Number: _____

Immigration Status F-1 Education Level: Bachelors Masters PhD

Part B: Employment Information *(Completed by Student)*

Employer/Company Name: _____ Job Title: _____

Supervisor Name: _____ Supervisor Email and Phone _____

Site of Employment (Include city and zip code) _____

CPT Start Date: _____ CPT End Date: _____ Part Time (≤ 20 hrs/week) Full Time (> 20 hrs/week)

Part C: Academic Recommendation *(Completed by Major/Grad Advisor)*

Anticipated Graduation: Term: _____ Year: _____

Describe how this job/internship directly relates to student's major/degree or dissertation: _____

- Employment/Internship is a required part of degree
 - Employment/Internship is not required but an integral part of the academic program and qualifies as elective credit to fulfill degree requirements
 - I confirm student is enrolled in Course Name/Number: _____ Quarter/Year: _____
- If student is a PhD Student, has student advanced to candidacy? No Yes

Part D: Official Signatures

Major Advisor/Grad Advisor Name: _____

Major Advisor/Grad Advisor Signature: _____ Date: _____

Faculty Advisor/Instructor Name: _____

Faculty Advisor/Instructor Signature: _____ Date: _____