CPT and the Internship Search for International Students

Presented by
Megan Petersen, International Center
Stacie Oshima, Career Center
The Career Center is Here to Help You

• Overview
  – Services
  – Job Search Preparation
  – Finding On-Campus Employment
  – Finding Off-Campus Employment
Career Center Services

• Individual Counseling
  – Career Planning
  – Internship and Job Search Strategies
  – Interview Practice

• Drop In
  – Resume/Cover Letter Critique
  – Referral to Resources
  – Interview Tips
  – Handshake Tutorial

• Workshops: RSVP on Handshake
• Opportunities to Meet Employers
Internship & Job Search Preparation

• Resume
• Cover Letter
• Interview
• Networking
• Research the career
  – ONet
  – Occupational Outlook Handbook (OOH)
  – Anteater Career Network
Finding an On Campus Job

• Handshake:  [www.career.uci.edu](http://www.career.uci.edu)
• Other campus job boards
• Your Department Faculty
• Work-Study and Campus Job Fair
Finding Off Campus Employment

- Handshake
  - Employer Information Sessions
  - On Campus Interviews
- GoinGlobal – H1B Info
- Other job boards and external resources
- Linkedin
- Orange County Book of Lists
- Networking
- Career Fairs
Upcoming Events

• Job Shadow Program – During Spring Break
• Fall Career Fair – October 26, 2017
What is CPT?

CPT is an integral part of the established curriculum for a program of study.

It is off-campus employment that allows F-1 students to participate in fieldwork or internship related to their major or academic program.
Types of CPT

1. **Degree Requirement**
   - A degree program that requires completion of an internship or work experience to complete degree requirements. This requirement must be in the UCI catalog as a degree requirement. (i.e. all students in the program must complete an internship to obtain the degree)

2. **Course Credit**
   - A course that requires completion of an internship or work experience in order to complete course requirements. Internships must be concurrent with course enrollment.
CPT Eligibility

• Enrollment in three consecutive quarters before CPT can be approved

• Job offer in your field of study

• Normal degree progress

• Enrollment in UCI class that supplements internship experience.
With the support of your academic department, visit our website to learn more about applying for CPT.
Application Timeline

2-3 Months Before Your Anticipated CPT Start Date

(highly recommended to start early)

1. Discuss with your academic advisor if CPT is for you
2. Find an employer/company where you can do this curricular work
1-2 Months Before Your CPT Start Date

(can be earlier)

1. Enroll in required course. Your academic department will provide you with the course number/code.
   - The IC is unable to tell you which class you need to take for CPT.

2. Prepare CPT Application

3. Submit Application to International Center
## Application Deadlines

<table>
<thead>
<tr>
<th>Quarter/Session You Must Be Enrolled In</th>
<th>Deadline to Submit CPT Application to International Center (to start by the first day of the quarter):</th>
<th>CPT Must Begin On/Or After:</th>
<th>CPT Must End By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>9/14/2017</td>
<td>9/25/2017</td>
<td>12/15/2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>03/16/2018</td>
<td>03/28/2018</td>
<td>06/15/2018</td>
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<tr>
<td>Summer Session I</td>
<td>06/12/2018</td>
<td>06/25/2018</td>
<td>08/01/2018</td>
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<tr>
<td>Summer Session 10-Week</td>
<td>06/12/2018</td>
<td>06/25/2018</td>
<td>08/31/2018</td>
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<tr>
<td>Summer Session I &amp; II (recommended for 12-week internships)</td>
<td>06/12/2018</td>
<td>06/25/2018</td>
<td>09/14/2018</td>
</tr>
<tr>
<td>Summer Session II</td>
<td>07/19/2018</td>
<td>08/06/2018</td>
<td>09/12/2018</td>
</tr>
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Work Hours

• During the academic year (Fall, Winter, or Spring Quarter), you are permitted to work a total of 20 hours or less.
  – If will have multiple jobs during the academic quarter/year, all employment hours must be 20 hours or less.

• Full-Time CPT is permitted only during summer break periods.
Completing the CPT Application

Print the CPT Application
Completing the CPT Application

Where to Get the Correct Dates for CPT:

- Start date of CPT will be when instruction begins
- End date of CPT will be the date the quarter ends.

For current and future CPT dates, visit the UCI Registrar’s Calendar:

- [www.reg.uci.edu](http://www.reg.uci.edu)
- [http://summer.uci.edu](http://summer.uci.edu) (except MBA students)
- [http://www.law.uci.edu/academics/academic-calendar/](http://www.law.uci.edu/academics/academic-calendar/)

MBA Summer Session: e-mail your academic advisor as dates are different than the general academic calendar.
Completing the CPT Application

Obtain an Offer Letter

• Letter must include:
  – Company’s Letterhead
  – Addressed to you (the student)
  – Job Title
  – Job Description
  – Address of Employment
  – Specify if work is Part-time/Full-time
  – Specify the Start and End Date of Employment
  – Employer’s Signature
A Note About the Offer Letter

• If your CPT is going to last more than one quarter, your offer letter must list the exact dates of your employment.

• Your will need to submit a new CPT application for each quarter of your internship.

Dear Peter the Anteater,
You have been offered a job with ABC Company. Your start date will be March 23, 2016 and your end date will be June 10, 2016. Your job duties will be A, B, C, and D. You will be working 20 hours a week at 1800 Anteater Drive, Irvine, CA 92697. Your hourly wage will be $XX an hour. We are excited to have you on the team. Should you have any questions, please contact us.

Sincerely,

[Signature]
A Complete CPT Application

1. CPT Application

2. Job Offer Letter

3. Proof of Enrollment
   - Enrollment in an internship course must be during the quarter which you will participate in CPT
   - Print from WebReg
1. Turn in your application to the International Center during Employment Walk-In days/hours or by appointment.
   – CPT Hand-In Sessions are: Tuesday, Wednesday, and Thursday from 9:00am to 11:00am

2. You will meet with an International Center Advisor and your application will be reviewed. If your CPT application is complete, the advisor will take your application.

3. The International Center requires 7 business days to process your application, please plan accordingly.

4. Once your CPT is processed, you will receive a new I-20 for your CPT employment authorization.

5. You will need a photo ID to pick-up your I-20 from the International Center.
CPT as a Transfer Student

• Transfer Students from Another U.S. School
  – If you have attended school in the U.S. and want to participate in CPT during your first year, an appointment is required with the International Center.
    • A review of your previous degree information, transcripts, etc. may be necessary.
    • Transfer students who did OPT prior to transferring are not eligible for CPT during their first quarter.
CPT During Summer Session

• Summer Enrollment is a requirement for participation in CPT
  – If you are dropped from your classes, your CPT application may be canceled by the International Center for not complying with F-1 immigration regulation requirements.

• Changes in Employment
  – If the dates of your CPT employment change, or you have a change of employers during Summer Session(s), please notify an advisor at the International Center so we can update your SEVIS record as soon as possible.
Reminders

• Apply early! Backdating an employment start date is not permitted.
• Work with your academic department for a timely CPT application.
• Full-time CPT during the academic year is not permitted.
• You can only start your CPT on the first day of the quarter – not earlier.
Thank You!

International Center