Curricular Practical Training (CPT)
CPT List of Items

- What is Curricular Practical Training or CPT?
- Eligibility for CPT
- What does not Qualify for CPT?
- Curricular Practical Training at UCI
- CPT Weekly Hours
- Renewal of CPT
- CPT Application Instructions
- How is CPT Authorized?
- Common Reasons why CPTs are NOT Approved
- Processing time
- How to complete the CPT application form
- Social Security Number
- CPT Dates and Extensions
- CPT and Last Quarter
- Frequently asked questions
Curricular Practical Training

- There are two kinds of practical training under the F1 student program
  - OPT – Optional Practical Training
  - CPT – Curricular Practical Training

- This presentation discusses CPT only
Curricular Practical Training (CPT) is a type of employment authorization that allows F-1 students to participate in employment off-campus. It is defined as any required internship that is an integral part of the established curriculum for a program of study.

At UCI, CPT is for internships that are required for the completion of a course and that is directly related to the curriculum.

The International Center at UCI can authorize CPTs for internships that adhere to U.S. government regulations.

Students must review the requirements and plan accordingly.
Eligibility for CPT:

- You must be in valid F-1 status and have been a full-time student for one academic year.
- You must have a written job offer. The job offer letter must be on company letterhead, must include:
  - dates
  - number of hours per week
  - wage
  - work site address
- You must be enrolled full-time during the academic year (Fall, Winter, Spring)
- You must continue to make normal degree progress while on CPT
What does not Qualify for CPT?

- Immigration regulations do not allow UCI to approve CPT for employment that is:
  - “highly recommended”
  - “a great opportunity”
  - or for financial purposes or gain

If the reason for this training meets one the reasons above, other type of employment should be pursued such as:
- On-campus Employment at an Off-Campus site (inquire at the IC)
- Employment Based on Financial Hardship (inquire at the IC)
- **OPT**
  - The international Center assists with these other employment choices

- If the curriculum/educational component of the training cannot be verified, the International Center will not be able to approve your CPT

- The IC will only approve CPTs that adhere to government regulations
Curricular Practical Training at UCI

- At UCI, CPT can only be authorized for you, if you are enrolled in a course in which an internship/employment is necessary for completion of the course. The course must be stated in the CPT application.
- In the past, students approved for CPT have been enrolled in Independent Studies or Research Units. You must talk to your academic department for verification of what is appropriate.
- CPT will not be authorized if you are on Filing Fee status.
# CPT Weekly Hours

<table>
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<tr>
<th>Government regulations stipulate the following:</th>
<th>CPT during summer</th>
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| • **Fall/Winter/Spring quarters:**  
  o Employment is limited to part-time (20 hrs/week or less) during the academic year | • CPT during summer is allowed if you are a continuing student. To be eligible to work during summer, you must be enrolled in summer session(s). |
| • **Summer Session:**  
  o Can be part time or full-time (20 hours or more per week) | • We will approve CPT for both summer sessions continuously if needed, if you are enrolled in both sessions. |
| | • Some students may need to obtain a course code from their academic department to be able to add research/independent study during the summer months |
Extension of CPT

- CPT periods are approved for each quarter length
  - This means that each internship can only start when your CPT class starts. It will end when your class ends. All continuing students with an approved CPT have the option of continuing with this CPT beyond the class end date for a short period of time to complete unfinished tasks required for this CPT. (the extension must end prior to the start of the following quarter)
  - Extensions qualify for same employer only
  - Extensions of CPTs for different employers cannot be approved as this does not meet CPT stipulations
  - In order to be approved for an extension of an approved CPT, enrollment for the following quarter is a requirement

- CPT extensions will require a new application (signed by you and your academic department), if the job offer letter still supports your application
  - you must attach a photocopy of the previously submitted letter
  - Your academic advisor must provide a short explanation for the need of this extension
CPT Application Instructions

- **Step 1:** Complete [Curricular Practical Training Application Form](#)
- **Step 2:** Enroll in appropriate course
- **Step 3:** Submit completed CPT Application, including all required signatures. All signatures must be original. Be sure to attach the following:
  - Proof of enrollment in course
  - Copy of job offer – must include dates, number of hours per week, wage and work site address
  - Copy of most recent I-94 (front and back)
- **Step 4:** The IC Advisor will review your application and if approved will update your SEVIS record.
- **Step 5:** A new I-20 will be issued with the CPT employment notation
  - *The process may take up to 15 business days – please plan accordingly. We will not respond to rush requests. Thank you for your understanding.*
How is CPT Authorized?

- Once the International Center receives your CPT application, one of the IC advisors will review it.
- The IC advisor will be looking for:
  - The educational component for this CPT request.
  - CPT application signed by all: student, academic advisor, and on site training supervisor. All must be original signatures.
  - The offer letter information.
  - The beginning date and end date of the internship stated in the CPT application and offer letter. These dates must match.
  - If this is not your first internship, why the academic objectives were not met during the previous CPT training.
  - Enrollment verification. Students on filing fee will not get authorization for a CPT.
  - The application must meet government regulations.
Common Reasons why CPTs are NOT Approved

- If the educational component cannot be verified, the unauthorized application will be returned to the student. The advisor reviewing your application will explain to you why the CPT was not approved.

- Turning in an incomplete application.

- Students not enrolled during the quarter the internship is planned for. CPTs are not permitted during quarter on filing fee.

- Students doing a CPT in summer, not enrolled for the following fall. Filing fee in the quarter following the session where CPT is planned for, is acceptable. (the filing fee form for the following quarter must be submitted along with the CPT application)

- Not having the on site supervisor or academic advisor signature on the CPT application.

- Student not maintaining F1 student status.

- Not having 3 quarters of enrollment.
Processing time

- The IC will take up to 15 business days to review a COMPLETE application and issue an I-20 – plan accordingly. This time will vary during slow and peak sessions.

- If the application is not complete, the issuance of an I-20 will be delayed.

- You be notified once your I-20 for CPT is ready for pick up.
CPT

HOW TO COMPLETE THE CPT APPLICATION FORM
- Type the application. If you opt to write, please write in a legible manner.
- Start date of internship
- Course number
- Describe how the work experience is related to the student’s academic program:
  - Avoid talking about coursework
  - Describe and express how the internship is connected and complements your research
  - Must recognize the outcome of the internship
  - How is the curriculum related to your program of study
If you will be needing a SSN, you will be eligible to apply for one once you have a job offer and your CPT is authorized.

The Social Security Office will require your new I-20 with CPT authorization and the original employment offer letter.

- If possible, ask your employer to get two employment offer letters.
**CPT Dates and Extensions**

<table>
<thead>
<tr>
<th>QUARTER /SESSION</th>
<th>CPT START DATE AND END DATE (SAME AS QUARTER DATES)</th>
<th>CAN I START EMPLOYMENT EARLIER?</th>
<th>ENROLLMENT REQUIRED DURING QUARTER ON CPT</th>
<th>EXTENSION DATES:</th>
</tr>
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<tbody>
<tr>
<td><strong>FALL 2011</strong></td>
<td>09/19 – 12/09</td>
<td>No</td>
<td>Yes</td>
<td>12/09-01/01. Winter 2012 enrollment a requirement</td>
</tr>
<tr>
<td><strong>WINTER 2012</strong></td>
<td>01/02– 03/22</td>
<td>No</td>
<td>Yes</td>
<td>03/23-03/26. Spring 2012 enrollment a requirement</td>
</tr>
<tr>
<td><strong>SPRING 2012</strong></td>
<td>03/27 – 06/14</td>
<td>No</td>
<td>Yes</td>
<td>06/15-06/24. Fall 2012 enrollment a requirement.</td>
</tr>
<tr>
<td><strong>SUMMER 2012</strong></td>
<td>SSI 06/25-08/01 SS 10 week 06/25-08/31 SSII 08/06- 09/12 MBA and Law students: Dates according to each individual department calendar.</td>
<td>No</td>
<td>Yes</td>
<td>Extension can be approved if additional is justifiable. The end date cannot exceed start date of fall 2012 quarter.</td>
</tr>
</tbody>
</table>

*An extension of a CPT might be possible only if CPT application and offer letter is turned in and it meets the CPT criteria. CPT extension might be approved only for part time status (20hrs). No full time extensions will be approved except summer session.
# CPT and Last Quarter

<table>
<thead>
<tr>
<th>GRADUATING QUARTER:</th>
<th>I AM GRADUATING THIS QUARTER/ THIS IS MY LAST QUARTER AT UCI. AM I ELIGIBLE TO APPLY FOR CPT</th>
<th>I AM ON FILING FEE. AM I ELIGIBLE TO APPLY FOR CPT?</th>
<th>I HAVE BEEN APPROVED FOR PART TIME STATUS. AM I ELIGIBLE TO APPLY FOR CPT?</th>
<th>AM I ELIGIBLE FOR AN EXTENSION?</th>
<th>I AM WORKING ON CAMPUS. CAN I APPLY FOR CPT?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL 2010</strong></td>
<td>Yes. Your CPT will end the same day your I-20 ends or earlier</td>
<td>No</td>
<td>Yes. If enrolled in class requiring the internship.</td>
<td>No. Your CPT will end the same day your I-20 ends.</td>
<td>Yes. As long as you don’t exceed 20 hrs. See FAQ</td>
</tr>
<tr>
<td><strong>WINTER 2011</strong></td>
<td>Yes. Your CPT will end the same day your I-20 ends or earlier</td>
<td>No</td>
<td>Yes. If enrolled in class requiring the internship.</td>
<td>No. Your CPT will end the same day your I-20 ends.</td>
<td>Yes. As long as you don’t exceed 20 hrs. See FAQ</td>
</tr>
<tr>
<td><strong>SPRING 2011</strong></td>
<td>Yes. Your CPT will end the same day your I-20 ends or earlier</td>
<td>No</td>
<td>Yes. If enrolled in class requiring the internship.</td>
<td>No. Your CPT will end the same day your I-20 ends.</td>
<td>Yes. As long as you don’t exceed 20 hrs. See FAQ</td>
</tr>
<tr>
<td><strong>SUMMER 2011</strong></td>
<td>Yes. Your CPT will end the same day your I-20 ends or earlier</td>
<td>No</td>
<td>Yes. If enrolled in class requiring the internship.</td>
<td>No. Your CPT will end the same day your I-20 ends.</td>
<td>Yes. As long as you don’t exceed 40 hrs. See FAQ</td>
</tr>
</tbody>
</table>
CPT

FREQUENTLY ASKED QUESTIONS
FAQ
1. What jobs are eligible for CPT?
2. Can I have CPT after I finish my studies and during my grace period?
3. Can CPT be done when on filing fee status?
4. My academic department does not want to recommend CPT. In this case, can I still apply?
5. My professor got me this job with company __________, it is a nice opportunity for me to do research there. It will give me experience for after graduation. Can do a CPT there?
6. I am working this fall at company ________ and the IC approved my CPT until the end of the fall quarter. How can I get it approved so that I can work through the end of December? Or the end of the Winter quarter?
7. Can you rush my CPT application?
8. What do I show my employer, so that they know that I have work authorization?
9. My employer told me to fill out a form I-9, what is that?
10. Do I need to pay Social Security Taxes?
11. The company where I will be doing my summer internship wants me to turn in the CPT approval ASAP. I am not enrolled for fall quarter yet. Can you approve my summer CPT without fall enrollment?
12. I have a TA, GSR, RA, Reader, or a Student Assistant position. Can I apply for CPT?
Question:
What jobs are eligible for CPT?

- Internships eligible for CPT are those that meet the requirements for your curriculum.
- Internship eligible for CPT are those that are an integral part of the established curriculum for a program of study.
Question:
Can I have CPT after I finish my studies and during my grace period?

- No. You can only do a CPT while you are an enrolled student.
Question:
Can CPT be done when on filing fee status?

- No
Question:
My academic department does not want to recommend CPT. In this case, can I still apply?

- No. It is required that your academic department and advisor approve this CPT.
Question:

My professor got me this job with company __________, it is a nice opportunity for me to do research there. It will give me experience for after graduation. Can I do a CPT there?

- No. CPTs cannot be approved based on it being a good opportunity. In this situation OPT will be recommended. Note that OPT will take 90 days to be approved. Plan accordingly.
Question:
I am working this fall at company _________ and the IC approved my CPT until the end of the fall quarter. How can I get it approved so that I can work through the end of December?

- CPT extensions will require a new application (signed by you and your academic department), if the job offer letter still supports your application
  - you must attach a photocopy of the previously submitted letter
  - You will need to be enrolled in the following quarter
Question:
Can you rush my CPT application? The reason for the rush request is:

- I have been really busy
- My professor was out of town
- I just got the offer letter
- I was traveling

- The IC cannot rush CPT applications due to the large number of CPT, OPT, and other requests
- The IC recommends that you communicate to your employer that the IC can take up to 15 days to process a CPT from the date received
Question:
What do I show my employer, so that they know that I have work authorization?

- Your I-20 with the CPT authorization notation
- The authorization can be found on the 3rd page of your I-20
My employer told me to fill out a form I-9, what is that?

"All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and relate to the individual and record the document information on the Form I-9"*
Question:
Do I need to pay social security taxes?

- Students may be exempt from paying Social Security and/or Medicare taxes due to your visa status, tax residency status and/or you student status. For additional information please visit the [Foreign Student Liability for Social Security and Medicare Taxes IRS Form](#).
- You might also want to talk to your employer’s payroll office, they will have knowledge on tax requirements.
Question:
The company where I will be doing my summer internship wants me to turn in the CPT approval ASAP. I am not enrolled for fall quarter yet. Can you approve my summer CPT without fall enrollment?

- No. It is a requirement to be enrolled in the following quarter
- Summer enrollment is also a requirement
Question:
I have a TA, GSR, RA, Reader, or a Student Assistant position. Can I apply for CPT?

- Yes
- Notify your academic department about your approved CPT and hours
- Limitations:
  - During Fall, Winter and Spring: you can only work part time (20 hrs per week)
  - During Summer: you can work full time (40 hrs per week)
The IC advisors and staff appreciate the time you took to take this tutorial. When you have all the CPT materials ready, bring the CPT package to the IC. If you have questions or need clarification about a CPT topic not addressed in this tutorial, email your questions to:

- intl@uci.edu
- In the subject line type: CPT question
- In your email add our last, first name and student IC number
- The IC highly recommends that you send your email from your UCI email account