

A stone wall with the University of California Irvine seal and the words 'University of California' and 'Irvine' carved into it. The seal is circular and features a book, a sun, and the text 'THE UNIVERSITY OF CALIFORNIA' and '1868'. The words 'University of California' are in a cursive font, and 'Irvine' is in a large, bold, serif font. The background is a blue sky with clouds and some greenery.

CURRICULAR PRACTICAL TRAINING

UCI International Center

CURRICULAR PRACTICAL TRAINING (CPT)

- This presentation provides an overview of the steps necessary to successfully submit your CPT application and important details you should be aware of during CPT (Curricular Practical Training).

WHAT IS CPT?

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

TWO TYPES OF CPT:

1

COURSE CREDIT:

A course in your major that requires completion of an internship or work experience in order to complete requirements.

2

DEGREE REQUIREMENT:

A degree program that requires completion of an internship or work experience to complete major degree requirements.

Example: all students in the program must complete an internship to obtain the degree.

The background features a stone wall with the words 'University of California Irvine' carved into it. The 'University of California' part is in a cursive script, while 'Irvine' is in large, bold, serif letters. To the right, there is a circular seal of the University of California, featuring a book, a sun, and the year '1868'. The entire image has a yellow-to-blue gradient overlay.

CPT ELIGIBILITY AND REQUIREMENTS

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CPT ELIGIBILITY

- Valid F-1 immigration status
- Full-time enrollment for three consecutive quarters
- Have a job offer related to your field of study/major
 - Obtain CPT authorization BEFORE beginning your employment; authorization cannot be backdated.
- Enroll in a course during the quarter or semester (law) you plan to participate in CPT (if required for a course)
 - CPT cannot be used when a graduate student is on "filing fee status."

CPT PARTICIPATION HOURS

FALL, WINTER, & SPRING QUARTER FALL AND SPRING SEMESTER (LAW)

- Employment must be 20 hours or less (part-time)
- Students participating in the UC Washington, D.C. (UCDC) academic internship program, or UC Center Sacramento (UCCS) academic internship program may be authorized for full-time CPT if required by the internship program.

SUMMER SESSION

- Part-time (20 hours or less) or Full-time (20 hours or more per week) employment is allowed for all continuing students in the summer.

PLANNING FOR CPT

University of California, Irvine



UCI International Center

GETTING STARTED WITH CPT

- Speak with your academic department to see what options would allow you to participate in CPT.
- Determine your internship dates
 - Your internship must align with the [academic calendar](#) at UCI, a table with internship dates is listed on our [website](#).
 - If your internship will begin on the first day of the quarter: you must submit your application by the dates highlighted on our website under: Submit CPT Application to IC (to start by the first day of the quarter).
 - You **CAN** submit after this date, but your application may not be ready before the beginning of your internship – meaning you may need to delay the start of your internship.
- Find an internship or employment opportunity that has a direct relationship to your field of study.

PLAN AHEAD

2-3 MONTHS BEFORE YOUR PLANNED START DATE

MEET WITH AN ACADEMIC COUNSELOR/ADVISOR:

Determine course and degree requirements that allow for participation in an internship.

EXPLORE EMPLOYMENT OPPORTUNITIES:

Learn about opportunities through participation in career fairs, recruitment opportunities, alumni networking, etc.

SECURE AN INTERNSHIP OPPORTUNITY:

Participate in an opportunity that would provide practical learning experience directly related to your field of study.

PLAN AHEAD

1-2 MONTHS BEFORE YOUR PLANNED START DATE

ENROLL IN AN INTERNSHIP COURSE:

Your academic department will provide you with the course details and unit requirements.

DOCUMENTATION:

Review the following slides and prepare documentation required to apply for CPT.

SUBMIT YOUR CPT APPLICATION ONLINE:

You will submit the required documentation to the International Center for review.

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PREPARING YOUR CPT APPLICATION

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REQUIRED ITEMS FOR CPT APPLICATION

1

FILL OUT THE [CPT APPLICATION](#) FORM

This form must be completed by you and your academic department.

2

OBTAIN PROOF OF ENROLLMENT

Submit proof of enrollment in the CPT course for the quarter or semester (law) you plan to work.

3

OBTAIN A CPT LETTER FROM YOUR EMPLOYER

You may need to request a separate letter with specific CPT details as listed in the sample (slide 16).

CPT APPLICATION

UCI International Center Curricular Practical Training [CPT] Application

CPT APPLICATION REQUIREMENTS:

- Proof of Enrollment in CPT/Internship Course
- CPT Letter

Letter Requirements: Addressed to You (the student), Company Letterhead, Job Title, Job Description, Address of Employment, Specify if Work is Part-Time/Full-Time, Exact Start/End Date of Employment, Employer's Signature

SECTION ONE: COMPLETED BY STUDENT			
LAST NAME:		FIRST NAME:	
DATE OF BIRTH (MM/DD/YYYY):		STUDENT ID NUMBER:	
UCI EMAIL ADDRESS:		SEVIS ID: N	
INTERNSHIP AND EMPLOYER INFORMATION			
START DATE (MM/DD/YYYY):		END DATE (MM/DD/YYYY):	
JOB TITLE:		HOURS PER WEEK: <input type="checkbox"/> PART-TIME (20 HOURS OR LESS) <input type="checkbox"/> FULL-TIME (OVER 20 HOURS – SUMMER BREAK ONLY)	
COMPANY/EMPLOYER NAME:			
COMPANY/ EMPLOYER ADDRESS:		STREET ADDRESS:	
CITY:		STATE:	ZIP CODE:
ADDRESS OF EMPLOYMENT LOCATION: (IF DIFFERENT FROM COMPANY ADDRESS ABOVE)		STREET ADDRESS:	
CITY:		STATE:	ZIP CODE:
INTERNSHIP SUPERVISOR'S NAME:			
INTERNSHIP SUPERVISOR'S PHONE NUMBER:		INTERNSHIP SUPERVISOR'S EMAIL:	
I HAVE READ THE REQUIREMENTS OF CPT AND CERTIFY THAT THE INTERNSHIP IS A REQUIREMENT FOR MY DEGREE OR A COURSE AS VERIFIED BY MY ACADEMIC DEPARTMENT.			
STUDENT'S SIGNATURE:		DATE (MM/DD/YYYY):	



SECTION ONE: To be completed by the student

SECTION TWO: ACADEMIC DEPARTMENT VERIFICATION AND RECOMMENDATION (NOT TO BE COMPLETED BY STUDENT)			
BY SIGNING BELOW YOU ARE VERIFYING THAT THE STUDENT IS MAKING NORMATIVE PROGRESS IN THEIR ACADEMIC PROGRAM, AND THE WORK EXPERIENCE IS DIRECTLY RELATED TO THE STUDENT'S DEGREE.			
STUDENT'S EXPECTED GRADUATION DATE (QUARTER/YEAR):		STUDENT'S MAJOR/DEPARTMENT:	
COURSE NAME/NUMBER:		ADVISOR'S/COUNSELOR'S NAME:	
ADVISOR'S PHONE:		ADVISOR'S/COUNSELOR'S EMAIL:	
ADVISOR'S/COUNSELOR'S SIGNATURE:		DATE (MM/DD/YYYY):	
COMMENTS (OPTIONAL):			



SECTION TWO: To be completed by your academic advisor or counselor. If this section is not complete, your CPT application will be rejected.

PROOF OF ENROLLMENT

Anteater, Peter (123456789)
 URBAN STUDIES (SCHOOL OF SOCIAL ECOLOGY) CIVIL ENGINEERING (SCHOOL OF ENGINEERING)

2019 Second Summer Session

As of August 20, 2019 at 4:44 PM

Enrolled Classes

Code	Dept	Num	Title	Type	Sec	Units	Opt	Days	Time	Location	Instructor
01115	ART	100	PHOTOSHOP	STU	D	4.0	GR	Tu Th	1:00- 3:50p	CAC 3006	VEGA, J.
13180	ENGR	195	INTERNSHIP	LEC	C	1.0	FN		TBA	TBA	GREEN, M. PATEL, U. JEFFERS, R.
38010	MGMT	1	INTRO BUSINESS MGMT	LEC	A	4.0	GR		TBA	ON LINE	EPPEL, T. ADMIN, M.
38080	MGMT	105	INTRO TO MARKETING	LEC	A	4.0	GR		TBA	ON LINE	LETOURNEAU, D. ADMIN, M.

Total Units: 13.0



SAMPLE OF WEBREG STUDY LIST

Receipt Date 5-31 2019 No. 14728

RECEIVED FROM Peter Anteater \$530.00

FOR five hundred and thirty DOLLARS

CompSci 299 (1.0 unit session 1)
CompSci 299 (1.0 unit session 2) individual study

CASH	
CHECK	
CHARGE	<u>530.00</u>

BY: _____



SAMPLE OF SUMMER SESSION ENROLLMENT RECEIPT

CPT LETTER

- A CPT letter includes the information listed below. This may be a separate letter from a formal job offer letter you receive.
- Letter must include:
 - Company's Letterhead
 - Addressed to you (the student)
 - Job Title
 - Description of Job Duties
 - Employer Address
 - Must include additional address of employment location (if different from employer address)
 - Specify if work is Part-time/Full-time
 - Specify the Start and End Date of Employment
 - Employer's Signature

Your application will not be accepted if any items are missing.

CPT LETTER

UCI University of
California, Irvine



Peter Anteater
12345 Main Street
Irvine, CA 92697

March 18, 2020

Dear Peter Anteater,

You have been offered the position of Software Engineer Intern with ABC Company. Your internship duration will begin on March 25, 2020 and end on June 12, 2020. Your job duties will be A, B, C, and D. You will work 20 hours per week at 1800 Anteater Drive, Irvine, CA 92697. You will earn \$XX per hour. You will report to First Name Last Name. We are excited to have you join our company. Should you have questions, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "John Smith".

John Smith
HR Manager

SAMPLE

- If your CPT will be longer than one quarter or semester (law):
 - Your offer letter must list the exact dates of your CPT opportunity.
 - The letter should specify all periods of full-time and part-time work.
 - You will submit a new application each quarter or semester (law) of the duration of your internship.

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SUBMITTING YOUR CPT APPLICATION

UCI International Center

ONLINE SUBMISSION



CPT Application

INSTRUCTIONS:

All documents must be uploaded in .pdf or jpg format ONLY

1. Review [Online CPT Tutorial and information](#)
2. Complete CPT Information Form
3. Upload CPT Application (must be signed by your academic department-advisor or counselor)
4. Upload CPT Course Enrollment
5. [Upload CPT letter](#)

* Note: Individual file size should not exceed 1MB

Click on this Button to Begin

No SEVIS record.

Required Materials	Status	Action
Complete CPT Information <input type="button" value="CPT Info Form"/>	Assigned	<input type="button" value="Edit"/>
Upload CPT Application <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	Assigned	New Upload overwrites previously uploaded document.
Upload CPT Course Enrollment <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	Assigned	New Upload overwrites previously uploaded document
Upload CPT Letter <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	Assigned	New Upload overwrites previously uploaded document.

By clicking this box you are verifying the above information is correct and that you meet the eligibility criteria for CPT as listed on the International Center's Website.

Steps to Submit CPT on the International Center website:

1. After gathering the required materials go to the [CPT Application](#)
2. Login with your UCINetID
3. You will be taken to the screen seen on the left. Click on CPT Info Form and proceed to fill out the required fields
 - Note: You cannot proceed until this form is filled out

USE .PDF OR .JPG
FILES FOR UPLOAD



ONLINE SUBMISSION

Required Materials	Status	Action
Complete CPT Information CPT Info Form	Submitted	Edit
Upload CPT Application Choose File No file chosen Re-upload	Uploaded	New Upload overwrites previously uploaded document.
Upload CPT Course Enrollment Choose File No file chosen Re-upload	Uploaded	New Upload overwrites previously uploaded document.
Upload Job Offer Letter Choose File No file chosen Re-upload	Uploaded	New Upload overwrites previously uploaded document.

By clicking this box you are verifying the above information is correct and that you meet the eligibility criteria for CPT as listed on the International Center's Website.

[Submit CPT Application](#)

[Log Off](#)

Steps to Submit CPT on the International Center website (cont.):

4. Upload your CPT Application by clicking 'Choose File.' Choose your selected file then click 'Upload' to complete
 - Once a file is uploaded the status will change from 'Assigned' to 'Uploaded'
5. Follow the same steps for uploading your course enrollment and the CPT letter.
6. Once the CPT Info form is filled out and the three documents are uploaded you may now click on the 'Submit CPT Application' button.
7. You will receive a confirmation email upon the submission of your application. Please keep this for your records.

CPT PROCESSING TIMELINE



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AFTER SUBMISSION

- Your application will be reviewed by an International Center (IC) Advisor
- If your application has no errors and is complete it will be processed within 7 business days; the CPT processing time will begin the next business day after you submit your application – processing time does not include weekends and holidays.
- If your CPT application is missing information an IC advisor will contact you by email.
 - You will be instructed to re-upload or edit your application. Once you have done so, the seven business day processing time will begin again.

7 BUSINESS DAYS

PICK UP YOUR VISA DOCUMENT

- You will receive an email when your I-20 is ready.
- Your CPT work authorization will be listed on Page 2 of your new I-20.
- You need your I-20 before you begin employment.
- **Changes to CPT**
 - You are responsible for notifying the International Center immediately of changes so your SEVIS record can be updated.
 - Changes can include:
 - Employer Name Change
 - Course Change
 - Dates of Participation
 - Hours of Participation
 - Location Change

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SPECIAL CPT SITUATIONS


UCI International Center

CPT DURING SUMMER SESSION

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

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, email the International Center at internationalcenter@uci.edu or schedule an appointment with an advisor for an assessment on your eligibility.
 - A review of your previous degree information, transcripts, etc. may be necessary to determine eligibility.
 - Transfer students who did OPT prior to transferring are *NOT* eligible for CPT until completing 3 consecutive quarters at UCI.

A photograph of a stone wall at the University of California, Irvine. The wall features the name 'University of California' in a cursive font on the left and 'Irvine' in large, raised block letters on the right. A circular seal of the University of California is visible on the right side of the wall. The background shows a blue sky with light clouds and some greenery. A semi-transparent blue gradient is overlaid on the bottom portion of the image.

SOCIAL SECURITY INFORMATION

UCI International Center

APPLYING FOR AN SSN

- If your CPT opportunity is paid and requires you to apply for a Social Security Number, plan to apply for CPT first, and then make plans to apply for your SSN.
- The International Center website has [information and resources](#) to assist with the preparation for applying for an SSN.

THANK YOU!



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www.tinyurl.com/subICnewsletter

QUESTIONS?



Visit our website for more
information: www.ic.uci.edu



Contact us at:
internationalcenter@uci.edu

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