CURRICULAR PRACTICAL TRAINING
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.
CPT ELIGIBILITY AND REQUIREMENTS
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
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.
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.
PREPARING YOUR CPT APPLICATION
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

**SECTION ONE:** To be completed by the student

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

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<table>
<thead>
<tr>
<th><strong>CPT APPLICATION REQUIREMENTS:</strong></th>
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<tbody>
<tr>
<td>[ ] Proof of Enrollment in CPT/Internship Course</td>
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<tr>
<td>[ ] CPT Letter</td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

### SECTION ONE: COMPLETED BY STUDENT

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
<td></td>
</tr>
<tr>
<td>SSN ID #</td>
<td></td>
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</tbody>
</table>

### INTERNSHIP AND EMPLOYER INFORMATION

<table>
<thead>
<tr>
<th>START DATE (MM/DD/YYYY):</th>
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</thead>
<tbody>
<tr>
<td>END DATE (MM/DD/YYYY):</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOURS PER WEEK:</td>
</tr>
<tr>
<td>[ ] PART-TIME (20 HOURS OR LESS)</td>
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<tr>
<td>[ ] FULL-TIME (OVER 30 HOURS – SUMMER ONLY)</td>
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</table>

<table>
<thead>
<tr>
<th>COMPANY/EMPLOYER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>ZIP CODE</td>
</tr>
</tbody>
</table>

### INTERNSHIP SUPERVISOR’S NAME

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.

<table>
<thead>
<tr>
<th>STUDENT’S SIGNATURE:</th>
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<tbody>
<tr>
<td>DATE (MM/DD/YYYY):</td>
</tr>
</tbody>
</table>

### SECTION TWO: ACCELERATED DEGREES/INTERSESSIONS AND RECOMMENDATIONS: MUST BE COMPLETED BY STUDENT

By signing below you are verifying that the student is making satisfactory progress in their academic program and that the work experience is directly related to the student’s degree.

<table>
<thead>
<tr>
<th>STUDENT’S EMPLOYER’S NAME:</th>
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</thead>
<tbody>
<tr>
<td>STUDENT’S EMPLOYER’S ADDRESS:</td>
</tr>
<tr>
<td>CITY</td>
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<tr>
<td>STATE</td>
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<tr>
<td>ZIP CODE</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVISOR’S NAME:</th>
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</thead>
<tbody>
<tr>
<td>ADVISOR’S SIGNATURE:</td>
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</table>

<table>
<thead>
<tr>
<th>COURSE NAME/NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE (MM/DD/YYYY):</td>
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<table>
<thead>
<tr>
<th>COMMENTS (OPTIONAL):</th>
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PROOF OF ENROLLMENT

SAMPLE OF WEBREG STUDY LIST

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.
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.
SUBMITTING YOUR CPT APPLICATION
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
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.
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
SPECIAL CPT SITUATIONS
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.
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!

FOLLOW US ON SOCIAL MEDIA!

Facebook: UCI International Center
Instagram: uciinternationalcenter
Subscribe to our Newsletter: www.tinyurl.com/subICnewsletter

QUESTIONS?

Visit our website for more information: www.ic.uci.edu
Contact us at: internationalcenter@uci.edu