



INTERNATIONAL

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Cal State LA - International Office

Telephone: 323.343.3170

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What is CPT

F-1 Curricular Practical Training

Curricular Practical Training (CPT) is an off-campus work permit allowing an F-1 student to participate in a paid or unpaid intern program. The intern program must be related to the student's academic program at CSULA as described below. The student must be a continuing student and be actively studying in their current degree program. Duration of Curricular Practical Training (CPT) authorization will only be given for one semester at a time.

Eligibility

- You have been in F-1 status for one full academic year (9 months)
- You are in good academic standing and taking a full course load
- Must enroll in internship course to receive academic credit for training.
 - ◊ 3 units - Full-time work (more than 20 hours/week) - available during Summer term only
 - ◊ 2 units - Part-time work (less than 20 hours/week)

Documents to submit

- CPT application form
- Print out of academic summary with GPA & particular course enrollment
- Employer letter - Must include the following:
 - Description of responsibilities related to the student's field of study/job duties
 - Start date and End date and hours per week.

Student's Information

Undergraduate

Graduate

First Name _____ Last Name _____ CIN _____

Email _____ SEVIS ID _____ Major _____

CPT Start Date: _____ End Date: _____ Hours per Week: _____
Month Day Year Month Day Year

Employer's Information:

Company Name _____ Supervisor's Name _____ Telephone _____

Address _____ State _____ City _____ Zip Code _____

To be completed by Academic/Faculty Advisor

I have discussed the above named student's employment opportunity with the student and have determined that it meets the guidelines for curricular practical training as follows:

Required (please check one):

- The proposed employment is required of all students by the established curriculum.
- The proposed employment is not required, we consider this training opportunity to receive academic credit as this course is part of the major's curriculum. Course name and #: _____ # of credit will receive: _____

Advisor's Name /Title _____ Advisor's Signature _____ Date _____

Department _____ Telephone Ext. _____

Department Stamp

- I understand that I can ONLY begin my internship based on the authorized CPT start and end date. Working outside of the authorized dates shown on the I-20 is a violation of F-1 status; as a result, it will be reported as unlawful employment and will be terminated.
- I understand that CPT is an employer-specific work authorization, any changes to the employer, location, or employment dates must be reported to the International Office immediately.
- I understand that I am required to enroll in the appropriate internship course or equivalent in the term that I am performing the internship. I understand that I need to immediately consult with an International Student Advisor if I need to drop or withdraw from any courses, or cancel the internship, before doing so.
- I understand that I need to maintain full-time enrollment during CPT authorization period. Any changes in enrollment must be immediately reported to the International Office.
- I understand that I will not exceed the amount of work hours approved for my CPT.

Signature of Student's

Date