

F-1 Curricular Practical Training

Curricular Practical Training is an off-campus work permit allowing a F-1 student to participate in a paid 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 has not completed his/her current degree program.

NOTE: The F-1 student must have a confirmed offer letter from the employer prior to applying for Curricular Practical Training (CPT). Approved employment period from CPT will not be deducted from Optional Practical Training (OPT); however, if you were approved for 12 months or more of full time CPT, you are not eligible for the OPT. On-campus employment must be counted towards the calculation for part-time or full-time CPT.

Eligibility

Before completion of studies, an eligible F-1 student may request employment authorization for CPT in a position which is directly related to the student's major area of study. The F-1 student must have been in valid F-1 status and current degree program for 9 months to be eligible for CPT.

1. 9-consecutive-months-in-status requirement. This requirement is waived if the F-1 student's academic program requires that he begin an internship before having attended Cal State L.A. for 9 months, but the student must wait until the second term to begin CPT employment. The annual vacation period may be counted toward the 9-month (one academic year) requirement.
2. Training program is an integral part of an established curriculum. This means one of the following:
 - a. The training is **required** in order to obtain the degree. The 9-month-in-status requirement does not apply to this type of CPT.
 - b. The training is required for a **particular course or curricular track**, although it may not be required of all students in the degree program. For this type of CPT, the training program must be listed in the Cal State L.A. General Catalog and Schedule of Classes. The details of the student's specific projects for that course must be discussed and supervised by the course's instructor. **Student must be registered in the class during the term the student is employed in the training program. The dates of the training program must coincide with the enrolled term.** Moreover, any employment experience required by the course must be instrumental to achieving a curricular academic objective. **For full time employment, the student must be enrolled in the course for at least 3 units. The student must be receiving 2 units for part time employment.**

[OVER]

Restrictions:

1. Student must maintain full-time enrollment to be eligible (no reduced course load request).
2. CPT authorization will only be given for one quarter at a time, with a four (4) quarter maximum. (Exception: Credential Students).
3. Full Time CPT permitted ONLY during the summer break. (Exception: Credential Students).
4. Student must be in good academic standing (for CPT during the last quarter, graduate students must have 3.5 cumulative GPA and 2.75 for undergraduates).

Duration of Curricular Practical Training

CPT is computed at the following rate:

1. **Full time work (more than 20 hours/week).** This includes any on-campus employment performed during the authorized CPT period.
2. **Part time work (20 hours/week or less).** Part time CPT is counted at one half the rate of full time CPT. For example, 6 months of part time CPT is equivalent to 3 months full time CPT.

Procedure to Apply for Curricular Practical Training

IPS must review and endorse all CPT requests.

Application documents:

1. Student's current I-20 (original);
2. CPT Supplemental Form (attached);
3. Letter from employer (on official company letterhead) offering the confirmed position, a brief description of your duties and dates of your employment;
4. A letter from your academic advisor or the professor with whom you will be taking the CPT course for credit. NOTE: This letter MUST identify the employer with whom you will work and the beginning and ending date of the CPT (see sample letter); and
5. Passport and I-94 card (copy).

You may not start work until you receive the new I-20 from IPS with the employment authorization under CPT. We recommend you apply at least two (2) weeks prior to the start date of employment. The authorization is noted on page 3 of your I-20 form.

CPT Extension:

For extending your current CPT with the same employer, you must submit the following documents to IPS:

1. Student's current I-20 (original);
2. CPT Supplemental Form (attached);
3. A letter from your academic advisor or the professor with whom you will be taking the CPT course for credit. NOTE: This letter MUST identify the employer with whom you will work and the beginning and ending date of the CPT (see sample letter); and
4. Passport and I-94 card (copy).

A new I-20 will be issued with the employment authorization endorsed on page 3. You may not continue with the employment if the previous endorsement had expired and you have not received the new endorsement. **We recommend you apply at least two (2) weeks prior to the start date of employment.**

SAMPLE LETTER
(All letters must be printed on departmental letterhead)

Month, Day, Year

District Director
US Citizenship and Immigration Services
300 North Los Angeles Street
Los Angeles, CA 90012

RE: Curricular Practical Training for Mary Doe

Dear Sir or Madam:

Ms. Doe is currently enrolled full-time in the Business Administration (MBA) program at CSULA. She has completed advanced course work in network flows and combinatorial programming, management of computer based information systems, and financial accounting. Her major field of concentration is market analysis theory and systems design. She has been in this program for 9 months and is in good academic standing with the department and University. Ms. Doe is expected to complete her program by _____ Quarter 20xx.

Ms. Doe is seeking practical experience in her specialized field of study through our internship program. Her proposed training is in the area of market analysis and systems design, and will be performed with (name and address of company) on a (part or full time) basis, from (dates) _____ to _____. The relationship between this training and this student's major field of study is... **PLEASE DETAIL THE RELATIONSHIP OF THE TRAINING TO THE STUDENT'S FIELD OF STUDY (OR ELECTIVE COURSE THE STUDENT IS ENROLLED IN AT THIS TIME).**

(NOTE: Please choose one of the following)

Such internship (or training) is required as part of student's academic program.

OR

This course (course name and course number) is available to the student and is an integral part of the established curricular of the _____ major. She will receive ____ (number) units of credit for this course in _____ Quarter 20xx.

Sincerely,

Jane Doe
Academic Advisor
Graduate School of Management



CPT Supplemental Form

Name: _____ CIN: _____
Family/Last First Middle

Degree Level: _____ Major: _____

SEVIS ID: _____ Expected Completion Date: _____

Starting Date: _____ Ending Date: _____ # of Hours: _____/week

Brief Description of your intended employment: _____

Current U.S. Residence:

Street _____ Apt. # _____

Telephone _____

City _____ State _____ Zip Code _____

Email Address _____

Employer's Address:

Company Name _____

Supervisor _____

Street _____

Telephone _____

City _____ State _____ Zip Code _____

Do you intend to work on-campus during the CPT period? Yes No

I understand it is my responsibility to report any on-campus employment to IPS during the authorized CPT period. If I fail to do so, it may result in illegal employment.

Student's Signature _____

Date _____