



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 authorization allowing an F-1 student to participate in a paid or unpaid practical training/intern program. The practical training/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.
 - ◊ Full-time work (more than 20 hours/week) - available during Summer term only
 - ◊ Part-time work (less than 20 hours/week)

Documents to submit to the International Office

- 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:

Month

Day

Year

End Date:

Month

Day

Year

Hours per Week:

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 training opportunity with the student and have determined that it meets the guidelines for curricular practical training as follows:

Required (please check one):

The proposed curricular practical training is required of all students by the established curriculum.

The proposed curricular practical training is not required. We consider this training opportunity to receive academic course credit,

a. as an integral part of an established curriculum.

b. as it enhances the learning experience of the student during their time of completing an academic degree.

Course name and #: _____

of credits will receive: _____

Advisor's Name /Title

Department

Date

- ☐ 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