

## CPT (Curricular Practical Training) Information

### General Information

Curricular Practical Training is defined as “employment which is an integral part of a student’s established curriculum and is directly related to the student’s program of study (major). Further defined as training such as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Thus, CPT for F-1 students is intended to provide work/training experience in situations where the work/training serves as an integral part of a student’s academic program, prior to completion of that program. CPT is a benefit/authorization designed to allow international students the option to participate in the school’s sponsored curricular opportunities, such as internships and cooperative education. It is not an authorization to satisfy the student’s desire for employment.

### Types of CPT

- **Required by the degree program.** Training that is required from everyone in the program, by the program, as part of the core requirements, always meets the requirements for CPT.
- **Optional/Not required by the degree program.** Training that is not required by the degree program may meet the requirements for CPT if the work is an integral part of the program of studies in the form of an internship or practicum offered by a sponsoring employer through an existing cooperative agreement/relationship with the school/department, and the student receives academic credits for the employment experience that will directly satisfy degree requirements. Students can either sign up for an internship, service learning class, or directed study course or connect CPT to a relevant class being taken/taught during that semester.

### Who can participate?

- Students who have been lawfully enrolled full-time for one academic year may apply to participate in this type of training.
- However, graduate students in programs that include immediate, mandatory training are not bound by the one-academic year in full-time status requirement as long as such employment is required from everyone in the program as part of the degree requirements.
- To be eligible for CPT, you must have a job offer as the CPT employment authorization will be position and employer specific. If there are any changes in the terms and conditions of the CPT, please contact International Programs immediately as a new CPT authorization might be necessary.
- Students may participate in full- or part-time CPT. Students must maintain full-time enrollment during the mandatory academic year (fall and spring semesters) and are required to register for at least one class that is directly related to CPT. Students may not take a reduced course load and then apply for CPT, except: (1) when a master’s student has completed all course work excluding thesis; or (2) when a student is in the last semester before graduation and is getting the balance of credits for the degree program.
  - CPT is not designed to satisfy a student’s desire for employment, therefore, if CPT is requested in a student’s last semester, the CPT units **must** be required for the degree program – not elective!

### Application Procedure

At least 5-10 business days before employment is arranged to begin, submit this request along with any supporting materials to your Immigration Advisor, by email to [international@humboldt.edu](mailto:international@humboldt.edu).

#### Required Materials:

- Completed “Curricular Practical Training Recommendation” form (this form)
- Signed official offer letter from the employer on the employer’s official letterhead

Upon reviewing the items above, if approved, your immigration advisor will prepare a new SEVIS I-20 with the CPT endorsement/approval noted on page 2. This endorsement serves as your authorization to work for a pre-determined amount of time. You may only participate in CPT after receipt of the endorsed I-20 and official start date reached. **CPT must be authorized before any work begins!**

You are authorized to work for specific dates of employment on your I-20. You may not begin before the start date or continue working after the end date for which you have been authorized. If you expect that you will need to work beyond your end date, you must reapply for CPT. If you work beyond the end date, you will be working illegally and could lose future immigration benefits.

### Additional CPT Information

Students who have received an aggregate of one year or more of full-time (21 hours or more per week) CPT are ineligible for Optional Practical Training, which is typically used immediately after graduation.

# CPT (Curricular Practical Training) Recommendation Form

Curricular practical training, employment that is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. To be considered for CPT, the work must not only be directly related to the major field of study, but must also be an integral or important part of studies, where the units will be directly applied towards remaining degree requirements. CPT is not meant to be a convenient employment opportunity.

## Part A: Student Information

To be completed by the student.

1. Name: \_\_\_\_\_  
Family name (Last) First name (Given)
2. Email: \_\_\_\_\_ 3. Date of birth: \_\_\_\_\_
4. Humboldt Student ID #: \_\_\_\_\_ 5. SEVIS #: \_\_\_\_\_
6. Major/Program of Study: \_\_\_\_\_

### Description of Practical Training

1. Employer name: \_\_\_\_\_ 2. Job/Position title: \_\_\_\_\_
3. Employer address: \_\_\_\_\_
4. # of hours per week:  Part Time (up to 20 hours/week)  Full Time (21+ hours/week)
5. Start date: \_\_\_\_\_ 6. End date: \_\_\_\_\_  
Dates should match course start/end dates. Extensions up to 2 weeks after session end date may be granted, if required for position.
7. List all periods of previous authorized employment for practical training (if applicable):

Curricular Practical Training	Optional Practical Training

## Certification

By signing below, I acknowledge:

1. work authorized under CPT must be an integral part of my curriculum.
2. failure to register for and successfully complete the course(s) relating to this CPT will result in the CPT authorization being voided, which may negatively impact my eligibility for further F1 benefits.
3. I will not be eligible for OPT if I work an aggregate of 12 months or more of full-time CPT.
4. I must continue to maintain good F1 status, this includes reporting all changes (address/employer info, etc.) within 10 days of the change.
5. I must complete all paperwork with my internship advisor at Cal Poly Humboldt upon completion of CPT.

I certify that the information provided on this form is true and correct.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CPT (Curricular Practical Training) Recommendation Form

## Part B: Advisor Recommendation

**To be completed by the academic advisor or internship course professor.**

Government regulations require verification of an internship before an international student can engage in work activities. **By signing below, you are verifying that the practical training is related to the student's current degree program (units are being applied towards degree requirements), and that the student is enrolled in the appropriate internship, service learning, or directed study course.**

NOTE: During the school year, F-1 students must be enrolled full time. Students may participate in full- or part-time CPT during the annual vacation semester (summer) and are required to register for at least one class that is directly related to CPT. Students may not take a reduced course load and then apply for CPT, except: (1) when a master's student has completed all course work, excluding thesis, and the CPT work is directly related to the thesis/project; or (2) when a student is in their last semester before graduation and is getting the balance of credits for the degree program.

Expected date of degree completion: \_\_\_\_\_

# of units the student has completed: \_\_\_\_\_ 3. # of units required for graduation: \_\_\_\_\_

My CPT recommendation is based on the following (check only one):

- The CPT is a mandatory graduation requirement for all students, not just for this student.
- The employment is an optional requirement, but is an integral part of the student's academic program of study/curriculum for which the student will receive course credits towards their degree requirements.

**Please complete the following:**

Course title/number: \_\_\_\_\_ Semester: \_\_\_\_\_ Course Unit Value: \_\_\_\_\_

Professor Name: \_\_\_\_\_ Course Start/End Dates: \_\_\_\_\_

If the student is required to enroll for the course during the semester stated, failure to enroll and complete automatically cancels the CPT authorization. If canceled, the student may not be eligible for further F-1 benefits.

## Certification

**I certify that the information provided on this form is true and correct.**

Professor name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_