



INTERNATIONAL TECHNOLOGICAL UNIVERSITY

Curricular Practical Training (CPT) Online Information and Procedures

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WWW.ITU.EDU

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Section 1: CPT Review

What is Curricular Practical Training (CPT)

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What is Curricular Practical Training (CPT)?

- ❑ Curricular Practical Training (CPT) is a type of employment authorization that allows students to take up an internship/off-campus training for a specific period of time.
- ❑ Employment which is an integral part of your established curriculum:
 - ❖ Alternate work/study
 - ❖ Internship
 - ❖ Cooperative education
 - ❖ Any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Who is eligible for CPT? You must....

❑ Status

- ❖ Be in valid F-1 student status

❑ Academics

- ❖ Have a Minimum GPA of 3.0
- ❖ Must register for an internship, fieldwork, practicum, cooperative education or other course specifically designed for experiential or practical learning and listed. **CPT will not be granted for *Independent Study* and *Special Study* courses.**

Who is eligible for CPT?

- ❖ The units that a student earns for the internship experience must be used towards the student's degree requirements.

- Job

- ❖ Job must be directly related to your major field of study.
- ❖ Job offer is required.

Types of CPT

- ❑ Part-Time Training

- ❖ Employment for 20 hours or less per week

- ❑ Full-Time Training

- ❖ Employment for more than 20 hours per week

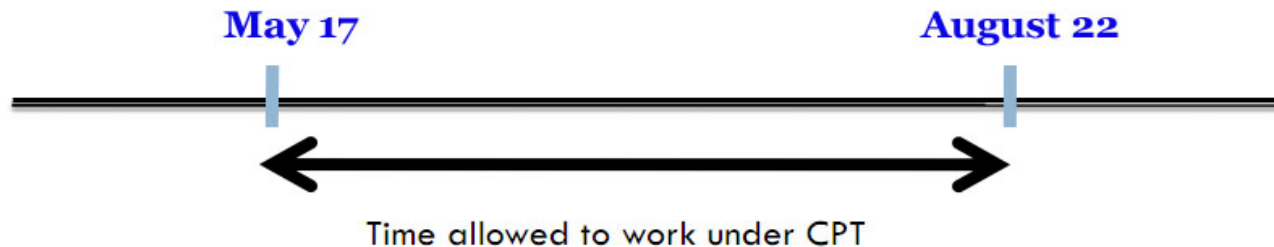
Duration of CPT

- ❑ CPT authorization is granted on a semester-by-semester basis, even if the proposed training period is more than one semester long. Should students require additional time past your current CPT end date, students will need to reapply for the extension.
- ❑ During the last semester, the students can not extend their CPT. They can not enroll in CPT beyond their program end date.
- ❑ CPT in an internship which can be enrolled during your study only, if you are done with 36 units, you are required to grad out (apply for OPT, transfer to different institution or take second master)

Duration of CPT

□ For example:

If the semester runs from May 17 through August 22, then the student may not work before May 17 and after August 22. Student can work part-time or full-time.



IMPORTANT CPT RULE

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. If you expect that you will need to work beyond your end date, you must reapply for CPT and be approved by ITU. **If you work beyond the end date, you will be working illegally and could be terminated and lose future immigration benefits.**

The experience can be done anywhere in the U.S. (only if the experience is considered to be full time). The student and his/her family may also move to the locale if desired.

Section 2: Apply for CPT

Apply for CPT

Application checklist for CPT

Completing CPT Authorization Form (2 pages)

Employer's letter

Employer's letter – template

Registered for full-time

Apply for CPT

□ When

- ❖ You need to get CPT authorization **BEFORE** beginning employment. CPT cannot be post-dated. Plan ahead.
- ❖ All applicants are required to review this **CPT slides** BEFORE submitting CPT application materials to ITU. Please make photocopies of all documents for yourself before submitting them to ITU.

Application checklist for CPT

Application checklist:

1. Completed and signed Employment Agreement form
2. Employer's letter
3. Registered full-time in the current semester

Completing Employment Agreement form

<http://www.itu.edu/Forms/CPT%20Employer%20Agreement.pdf>



INTERNATIONAL TECHNOLOGICAL UNIVERSITY

Dear Prospective Employer:

Thank you for providing the job/internship opportunity to International Technological University (ITU) international students on F1 student visa.

According to immigration regulation 8 CFR 214.2 (f)(10), an international student on F-1 visa may only engage in temporary employment through authorized Curricular Practical Training (CPT) to gain working experience in his or her field of study. Curricular Practical Training must be an integral part of an established curriculum, and is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Eligible students can be either paid or unpaid through CPT. **The student MUST obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F1) Student Status and present a photo copy to the employer BEFORE he/she can legally start working.** A violation of this regulation will result the student's loss of legal status in the U.S. and subject him/her to deportation.

CPT approval is authorized by a designated school official—in the case of ITU, an authorized admissions officer. Curricular Practical Training authorization is noted, with inclusive dates of authorization, on Page 3 of the student's I-20. The endorsement will list full time or part time CPT, its start and end dates, the employer's name and address, and comments explaining how the practical training is a part of the academic program of the student.

In order to issue the CPT authorization, ITU must determine that the job you are offering the student named on the attached form qualifies for CPT in our curriculum. Please kindly complete this form as well as submit a job offer letter on your company letterhead. If you have any questions, please contact the Admissions Department by phone at (408) 331-1014 or by email at admission@itu.edu.

Thank you,

Sara Javid
Director of Admissions



INTERNATIONAL TECHNOLOGICAL UNIVERSITY

EMPLOYER'S AGREEMENT FOR PROVIDING CURRICULAR PRACTICAL TRAINING

Please read the letter from International Technological University's Admissions Office before completing form. When completed, this form should be returned to student who should submit to his/her Admissions Officer with other parts of the CPT Application.

Company Name: _____ Job title: _____
F-1 student's name: _____

Job/Internship is: Part-time Full-time

Job/Internship will begin on: _____ and end on: _____
Site of Job/Internship: _____

Street Address _____ City _____ State _____ Zip _____

Please provide a brief description of job responsibilities (CPT is not meant to be a convenient employment opportunity. It must have a valid purpose in the student's program of study.)

This is to certify that the job/internship above provides practical training for the student to be hired. In my opinion, the student will gain working experience in his/her major field of study in _____. It is understood that an international student on F1 visa working without valid authorization is considered in severe violation of Federal student visa regulation and will result the student's loss of legal status in the U.S. and subject him/her to deportation. Therefore, the F1 student must obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F1) Student Status and present a photocopy of the I-20 to this Company BEFORE he/she can legally start working. The Company will require the student to stop working immediately after the current work authorization expires.

Please attach to this form an official job offer letter to the student on your company's letterhead.

Supervisor's name: _____ Supervisor Title: _____
Signature: _____ Phone or email: _____
Date: _____

Completing Employment Agreement form



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F-1 student's name: _____ Job title: _____

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Please provide a brief description of job responsibilities (CPT is not meant to be a convenient employment opportunity. It must have a valid purpose in the student's program of study.)

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Please attach to this form an official job offer letter to the student on your company's letterhead.

Supervisor's name: _____ Supervisor Title: _____
Signature: _____ Phone or email: _____
Date: _____

All sections must be completed and signed by the employer

Employer's letter

- ❖ Letter must be typed on official company letterhead stationary and must contain the employer's original signature
- ❖ Original, fax and scanned documents are acceptable
- ❖ See next page for template. If your employer chooses not to use the template, the information in bold needs to be included in the letter.

Employer's letter - template

Date To Whom It May Concern:

This letter is written to support the application for **(part-time/full-time, number of hours)** Curricular Practical Training of **(Name of student)**.

(Name of student) has been offered a job as a **(occupation/job title of student)** and will be working for **(name of company)** beginning on **(date student is to begin employment)**. We expect to continue to employ **(name of student)** through **(date student is expect to end employment)**. This period of employment corresponds to the time allowable for **(name of student)**'s practical training period and is needed for **(her/him)** to complete the training we provide. **(Name of student)**'s duties will include **(provide a brief description of duties, relating the task(s) performed to the student's prior training and experience)**.

(Name of Company) therefore respectfully request that the application of **(name of student)** to accept **(her/his)** period of curricular practical training be granted.

Sincerely, (Name and Title of Company Officer)

Required:

- Internship/intern/co-op word on the offer letter
- 20 or 40 hours (Full Time/ Part Time)
- Start date and End date
- Employer address/details-
- Job Descriptions
- Job title relates to the major

Registered full-time

You must be registered in a full-time course load (including the internship class) or have an approved Reduced Course Load (RCL) before Admission Director can grant you CPT.

CPT (Full Time) 3 Units + 6 Units of two Academic Course

CPT (Part Time) 1 Unit + 9 Units of Three Academic Course

Section 3: CPT authorization

CPT I-20

Additional Information

CPT I-20

The CPT authorization is on the 3rd page of the I-20. You will not receive any notice from USCIS

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILYNAME: Your Name FIRST NAME: Your Name

Primary Major: 52.1401 Marketing/Marketing Management, General

Student Employment Authorization:

Employment Status: **PART TIME** Type: **CPT**

Duration of Employment - From (Date): **09/15/2009** To (Date): **12/14/2009**

Employer Name:

Employer Location: **Your Employer/Company's name**
Your Employer/Company's address

SEVIS

Student's Copy
N000



The DSO will sign the first page of the I-20 only. A signature on the 3rd page is not required by USCIS.

Additional Information

- ❑ Why do ITU allows first time CPT?

Hello [student],

According to SEVP regulations a student may take CPT at a graduate university from the first semester if it is an integral part of their program, which is the case for ITU. There is also not a SEVP regulation stating that a student must be in the same state as the university, but only that they are meeting all course requirements to include attendance. ITU is a graduate university operating with a mission of offering industry-oriented practical education since 1994. ITU offers weekend courses to meet the scheduling needs of students with jobs/internships.

We do our best to follow any and all BPPE/SEVP regulations, and will continue to do so well into the future! I hope this information is helpful for you.

More Info on CPT...

- How many credit hours do I need to register?

International student: 9 units

- Can I get a CPT for full-time (40 hrs.) or Part-time (20 hrs.) ?

If you are going for full time CPT, you can enroll only in 9 units (3 units of two course and 3 units of full time CPT)

If you are going for Part time CPT, you need to take 3 courses and add 1 unit of part time CPT.

- Can I get CPT for a company that is based (head office) in (outside California) or do you provide CPT only if the company is based (head office) is in California.

You can reside outside of California and work however you have to enroll in weekend courses and attend the class regularly.

Weekend course (which is offered once a month and you have to come to ITU for 3 times, including the final exam or the according to the course schedule).

FAQ

❑ How many months of CPT can the student apply?

There is no limiting, cumulative maximum period; however, use of full-time CPT (more than 20 hours/week) for one year or more eliminates your eligibility for Optional Practical Training (OPT). Part-time CPT (20 hours or less/week) does NOT effect eligibility for Optional Practical Training.

CPT is limited to the location and dates indicated by a letter of offer from the company where the student will be working. The student must make a new request prior to any changes or modifications in the CPT activities.

CPT may NOT used in the first semester or last semester unless it is mandatory part of your degree program as published in ITU bulletin.

CPT is NOT considered to be for the purpose of employment; rather it is for the purpose of enhancement of the academic curriculum/degree program.

FAQ

- ❑ What if I wanted to change my employer or part time to full time during the semester?

Submit all of the documents to DSO and it take 2-3 days to process.

Internship/intern/co-op word on the offer letter that state

- 20 or 40 hours (Full Time/ Part Time)
- Start date.
- Employer address/details-
- Job Descriptions-
- Job title relates to the major
- CPT Employment Agreement [Form](#) (Need your employer signature and they have to send it to me directly to DSO)
- Change of CPT Employer [form](#)

FAQ

❑ Do I get grade for CPT?

Yes you do. We will give the NP/P based on the report that you submit. We required all of the CPT students to submit weekly report in EMS. The reports will be view by the department of chair whether you pass or do not pass for the CPT. At the end of the semester, you have to submit evaluation in EMS for the grading and our department of chair will review it.

❑ If the internship is unpaid, do I still need to apply for CPT?

Yes, any off-campus employment, whether paid or unpaid, requires CPT authorization, before you begin the employment.

❑ Can I begin work as a volunteer before my application is approved?

No. Under no conditions can you begin working before obtaining appropriate work authorization. US Department of Homeland Security – Citizenship & Immigration Services (USCIS) has very rigid interpretations of what activities constitute employment. Volunteering for a position which normally provides compensation is considered employment and is, therefore, not permitted without appropriate authorization.