



Information about Applying for Curricular Practical Training

Curricular Practical Training (CPT) is defined 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.” It is a type of off-campus employment authorization in the F-1 student visa category that is related to a student’s academic program.

CPT must be required or integral to the established curriculum and requires verification by the International Student Advisor *prior to the internship start date*. Authorization is approved by the CIIS international student advisor and requires an updated I-20 in order for the student to begin employment. Compensation is not a consideration when determining whether an opportunity qualifies as CPT, however paid CPT requires the student to have a social security number. Please review the *Applying for On-Campus Employment and a Social Security Number* document on MyCIIS.

Plan well in advance of the start date requested for CPT. You should not assume that you will be automatically receive this authorization. Unauthorized employment is a serious violation of your F-1 status and must be reported to U.S. Citizenship and Immigration Services (USCIS) by terminating your SEVIS record.

Eligibility Requirements

1. Students must have been in full-time status for at least one full academic year. Exceptions exist for graduate students whose programs *require* immediate CPT.
2. In order for work to be considered permissible under CPT, it *must* be a *required* or an *integral* part of your degree requirement and temporary.
3. CPT authorization is employer-specific and requires an offer of employment (paid or unpaid). SSPH and ACTCM students must have a practicum contract for each site on file with CIIS. Eligible SCT students must provide a letter from your potential employer (more information in application section).
4. You must be enrolled full-time during the semester(s) that you work CPT, and you must be registered for a practicum/internship/clinic course in summer semester.
5. **NOTE:** CPT cannot be authorized beyond the program end date of your I-20. If such a case arises, please also submit a *Program Extension Form* and support documentations. **Please submit documentation at least 2-4 weeks in advance of your proposed employment start date.**

Required vs. Integral Authorization

CPT may be authorized for an position that is either a required or an integral part of your academic program.

A required internship must be completed by all students in a degree program and is generally listed on the program of study. **All students in the counseling psychology and clinical psychology programs must receive CPT authorization prior to the start of the practicum/internship and have a contract on file with your CIIS Field Placement Office.**

An integral internship is not specifically required by the degree program, but may be highly encouraged by your academic advisor or necessary for you to learn specific skills or gather research for your thesis, dissertation, or final project. This form of CPT is rare at CIIS, but can be considered for authorization.



Information about Applying for Curricular Practical Training

-page 2-

Part-time vs. Full-time Authorization

CPT may be authorized for either part-time or full-time employment. Part-time authorization permits a student to engage in an internship for up to 20 hours per week. Full-time authorization permits a student to engage in an internship for more than 20 hours per week (the actual maximum is set by applicable state and federal labor laws).

Part-time vs. Full-time Authorization Cont'd

Important:

- Use of part-time CPT does not affect eligibility for Optional Practical Training (OPT).
- Use of full-time CPT for a total of 12 months or more eliminates eligibility for Optional Practical Training (OPT).
- Use of full-time CPT up to 12 months does not affect OPT eligibility; however it is recommended to do no more than 11 months in full-time CPT.
- You may have more than one CPT site; however each site combined will apply collectively to the part-time and full-time definitions and requires a contract on file at CIIS.
- If you have been authorized for full-time CPT, and you will be employed for less than the original time requested, please notify the International Student Advisor so your CPT authorization may be shortened to the actual period of employment.
- There is no regulatory limit on either the number of times or the length of time a student may engage in either part- or full-time CPT. This will be governed by the nature of the training and the requirements of the student's program.
- The full-time or part-time authorization is given independent of any campus employment—they are separate employment tracks.

Multiple/Overlapping CPT Authorizations

Students may be authorized for more than one internship at the same time, provided that each internship meets the eligibility requirements for a CPT authorization. A separate and complete CPT application and practicum/internship contract is required for each internship experience. We highly recommend you discuss your time commitments with your academic advisor before requesting authorization for internships that will be completed at the same time. The combination of hours for all CPT will apply collectively to the part-time and full-time definitions.

CPT and OPT (Optional Practical Training)

Students who have been authorized for any amount of part-time CPT, or less than 12 months of full-time CPT, are eligible to apply for Optional Practical Training (OPT). Students who have been authorized for 12 months or more of full-time CPT are **not** eligible to apply for OPT.

CPT completed at a different degree level, regardless of the duration or if done full-time, will not affect your eligibility to apply for OPT based on your current degree level. Any authorized full-time CPT will count towards the 12 month total that disqualifies you from applying for OPT regardless of whether you engaged in unemployment during that time. It is therefore important to shorten your original authorization so the unused full-time CPT authorization does not remain on your immigration record.



Information about Applying for Curricular Practical Training

-page 3-

Registration Requirements

While on CPT, you must continue to meet the full-time registration requirement in each fall and spring semester. In order to verify the relationship of the internship to your academic program, you must register for a practicum/internship course during the term(s) in which you will be employed. There are some exceptions for this at the PhD level. Please consult with your academic advisor to determine which course is most appropriate for the type of training you will be doing. Your department may recommend you register for internship, practicum, thesis, dissertation, or special project courses. If you will be employed during the summer vacation term, you must register for internship credit, even though you would normally otherwise not be required to register. If your internship will extend into another term, you will be required to register for internship credit during that term as well as the term in which the internship began. You will not be required to register for another term if the internship extends less than two weeks into that term.

CPT Application Form

Apply for CPT at least 4 weeks prior to the start date of the requested employment authorization.

CPT Application Procedure: If you believe that you qualify for CPT you should be prepared to explain to the International Student Advisor the type of work you propose to do and how it is directly related to the requirements of your degree program.

- Students in the School of Professional Psychology and Health (SPPH) and ACTCM must fill out the CPT form on MyCIIS→Student Affairs→International Students→CPT Update form. After submitted an updated form I-20 indicating your CPT approval will be issued. It will be available for pick-up in Room 401 or can be mailed to you. Please see the online form for more details.
- Students in School of Consciousness and Transformation (SCT) and School of Undergraduate Studies whose program requires an internship or for a course that you are registered in for credit should fill out this *CPT Application Form* and make an appointment with the International Student Advisor to discuss. CPT is not guaranteed. If approved, a new I-20 with a CPT authorization will be issued.

A Letter from your Proposed Internship/Employment site: Your proposed employer should prepare a letter on company letterhead explaining the type of work you will be engaged in and the number of hours per week you will be expected to work. This letter should also state the job/internship location and the exact dates of employment, no more than one calendar year.



CPT Application Form

-page 2-

Section 1: To Be Completed By Student

Name: _____

Today's Date: _____

Program: _____ Degree Level: _____ Please check here to verify that you have read and understood the information provided in the *Information about Applying for Curricular Practical Training Form*.

CPT Request: Part-time (up to 20 hours/week) Full-Time (more than 20 hours/week)

You must continue to maintain a full course of study while engaged in an internship under CPT. During each term you are engaged in the internship, including the summer vacation term, you must register for coursework for which you will receive credit by completing the internship. Acceptable courses include internship, practicum, thesis, dissertation, research, special projects, or any other course directly related to the internship. Enter your designated courses below for the terms in which you will be engaged in CPT.

Term	Year	Units	Course Number	Course Title
Fall				
Spring				
Summer				

CPT requires internship/employment offer in order to be processed. Please answer the questions below and provide a letter from your employer:

Employer (Company) Name: _____

Employer Street Address: _____

Employer City _____ Employer State _____ Employer ZIP Code _____

Date of Training (month/day/year) ____/____/____ to ____/____/____

Number of hours you will be expected to work each week _____

Indicate the type of internship you will be engaged in:

Required for my degree program or academic objective.



CPT Application Form

-page 3-

- Integral to the curriculum in my department, and I have not yet completed all required coursework for my program.
Integral to my thesis, dissertation or final project, and I have completed all required coursework for my program.

Integral Authorizations Only

If you are requesting authorization for an internship that is integral (not required) for your program of study, please write and submit a one page statement with the following information:

Graduate students who have completed coursework (include above details also

- Brief description of your thesis, dissertation, or final project.
Explanation of how you will integrate the internship experience into your thesis, dissertation, or final project.

Multiple horizontal lines for writing a statement.

Section 2: To Be Completed By Your Faculty Advisor

The student named above is applying for Curricular Practical Training (CPT), off-campus paid employment. According to the Code of Federal Regulations 8CFR.214.2(f) (10) (i), international students may be authorized "to participate in a curricular practical training program which is an integral part of an established curriculum." In order for students the student to qualify for CPT, the employment must be required or integral to the established curriculum and the student must have an internship/employment offer.

In order to assess if the proposed training meets the U.S. Citizenship and Immigration Services requirements, an Academic Advisor must certify ONE of the following (A-C):



CPT Application Form

-page 4-

- A) _____ The CPT employment is a **required** part of the established curriculum in this department, and the student must participate in the internship in order to complete his/her degree program requirements or academic objective.
- B) _____ The CPT employment is an **integral** (not required) part of the established curriculum in this department, which may include optional internships or practicum experiences.
- C) _____ The CPT employment will form an **integral part of the research for this student's thesis or dissertation**. Explain how the research will form a part of the thesis or dissertation. [Please note that the work cannot simply be *RELATED* to the thesis, it must be an integral part of the research]:

Student's estimated completion of studies date (semester/year) _____ / _____

Academic Advisor certification:

Name: _____

Department: _____

Signature: _____

Today's Date: _____



California Institute of Integral Studies

Components of a Sample Letter from Prospective Employer for CPT

Introduce the letter and state its purpose. The letter should clearly state the number of hours per week that you will be employed and the specific dates. Any work over 20 hours per week is considered full-time.

State the occupation of the student trainee and the date that his/her employment with your company/organization will begin and end. You should also give a detailed description of the duties of the student's occupation, relating these duties to the student's current major field of study.

The letter must be on company letterhead.

Sample Letter from Prospective Employer for CPT

The letter must be on company letterhead.

{Date}

To Whom It May Concern:

This letter is written to support the application for {part- or full-time}, [number of hours per week] curricular practical training of {student's name}.

{Student's name} will volunteer/be employed/participate as an intern as {job title} and will be working for {name of company} beginning on **{specific date employment begins}**. We expect to continue to employ {student's name} through **{specific date employment ends-no more than 12 months}**.

{Student's name} duties will include: {description of duties relating the task to be performed in connection to the degree}.

{Company name} therefore requests that the application of {student's name} curricular practical training be granted.

Sincerely,

{Signature of company officer}

{Name and title of company officer}