



F-1 Curricular Practical Training (CPT) Request Form

PART I: TO BE COMPLETED BY STUDENT

Name: _____ First Name (Given Name) Last Name (Family Name)	G number: _____
E-mail: _____	Telephone Number: _____
Major: _____	First Semester at CSM: _____
I am requesting CPT for: <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Fall 20____	Current Units Enrolled: _____
CBT TYPE	
<input type="radio"/> Required – Part of the student’s program of study. Program requires employment in the field of study to graduate. Student must register for a practicum course.	
<input type="radio"/> Optional – An optional part of the program of study. The student must register for a cooperative education course.	
REQUIRED DOCUMENTS FOR CPT APPROVAL	
<input type="radio"/> Completed CPT Request Form <input type="radio"/> Original Job Offer Letter from Employer <input type="radio"/> Proof of Course Registration	
I have read and understand the regulations on the CPT Information Form, certify the above information is correct and have provided a copy of the completed form to my CPT Faculty.	
Student Signature: _____	Date: ____/____/____

PART II: JOB OFFER LETTER REQUIREMENTS

Your job offer letter must be on the employer’s original letterhead stationary, signed by your supervisor and include:	
<u>Job Information</u>	<u>Employer Information</u>
Job Title	Address of Employer
Brief Job Description	Address of physical site where you will be working
Start Date*	Supervisor’s Name
End Date *	Supervisor’s Telephone Number
Work Hours will be 20 hours per week or less	
*Start Date must be no earlier than the first day of the semester, and End Date no later than the last day of the semester.	

PART III: FACULTY INFORMATION

Faculty Instructions:	
Curricular Practical Training (CPT) is a temporary employment authorization which allows F-1 international students to participate in an internship (paid or unpaid), practicum or cooperative education program. The CPT internship must be an integral part of the student’s major. The student will participate in the type of CPT shown in Part I above.	
Instructor’s Name: _____	Course Title/Number: _____
Course Name: _____	Date: ____/____/____

For Office Use Only:	
Completed by: _____	SEVIS Submit Date: ____/____/____

F-1 Curricular Practical Training (CPT) Information Form

Definition of CPT

“An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training 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.” (8CFR 214.2.(F)(10)(I))

Curricular Practical Training (CPT) may be available to F-1 students in the form of off-campus employment or training related to the student’s program of study. Regulations state that a student may participate in CPT that is “an integral part of an established curriculum” and “directly related to the student’s major area of study.”

CPT allows you to participate in an internship (paid or unpaid), practicum or cooperative education program. There are two types of CPT:

1. Required – Part of the student’s program of study. Program requires employment in the field of study to graduate and register for a practicum course;
2. Optional – An optional part of the program of study. The student must register for a cooperative education course

CPT **may not** be used for off-campus employment opportunities that are not related to your program of study.

Eligibility

You are only eligible for CPT if you fit all of the following criteria:

- In Active F-1 status for at least one academic year (i.e. 2 semesters) and in good academic standing.
- Off-campus employment is an integral part of your curriculum.
- You are currently still in the process of completing your certificate or degree (i.e. you have not yet graduated or transferred).

IMPORTANT NOTES:

- You are not allowed to work until you have a CPT-endorsed Form I-20 from the International Education Program at CSM.
- You are eligible to work only during the dates authorized by the International Education Program and indicated on page 2 of your Form I-20.
- You are eligible to work only for the employer indicated on page 2 of your Form I-20.
- You may only work at the location on your job offer letter.
- If you wish to apply for another period of CPT you must apply again following the same procedures.
- If you want to change your employer, you must apply for CPT again, following the same procedures.
- You must maintain your full-time enrollment at College of San Mateo while engaged in CPT. If you drop below 12 semester units, your CPT will be terminated immediately and you will no longer be able to work.