



# Practical Training for F-1 students

- Curricular Practical Training
- Optional Practical Training



# Practical Training

- Curricular Practical Training (CPT):

*Before* completion of academic program.

Processing time = 1-2 weeks

- Optional Practical Training (OPT):

*After* completion of program.

Processing time = at least 90 days

# What is Curricular Practical Training

- CPT is an employment authorization which allows F-1 students to participate in paid or unpaid off-campus\* employment to gain training experience directly related to their major field of study.
- CPT is available only prior to the completion of your degree.
- Think of CPT as an extension of your studies.

\*CPT can also be on-campus in some cases

# Regulation Defining CPT

CPT is “*employment which is an integral or important part of your curriculum, including 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.*” 8 C.F.R. § [214.2\(f\)\(10\)\(i\)](#)

# CPT Eligibility

F-1 students are eligible when:

- In lawful F-1 status and
- Enrolled full-time for at least one full academic year (9 months)
- In good academic standing with UC Davis
- Required to complete your program or considered integral to your degree program

# Types of CPT and Limitations

## Part-Time versus Full-Time

### Part-Time CPT

- Employment for 20 hours or less per week
- No limit on part-time CPT

### Full-Time CPT

- Employment that is more than 20 hours per week
- Accruing twelve months of full-time CPT causes ineligibility for OPT.

\*Note: Undergraduates are limited to part-time CPT during the academic year(Fall, Winter, and Spring)\*

# Types of CPT and Limitations

## Required versus Integral Part of Study

Employment that IS a REQUIRED part of a degree program

Employment that is NOT a required part of a degree program...

but IS an “integral” part of study

*The only difference between required and integral is that you must enroll in at least one unit (CRN 192, 199, 292, 299 or research units) during the CPT-approved term when it is an integral part of study. You do not need to enroll in units if it is required.*



# Requesting CPT

All CPT is requested via an electronic form at

<https://iglobal.ucdavis.edu>



## Secure Online Session

Campus: UC Davis  
Network ID:

<b>iGlobal Home Page</b>
<b>F-1 Practical Training</b>
Curricular Practical Training
Optional Practical Training (Graduates)
Optional Practical Training (Undergraduates)
<b>F-1 Student Services</b>
<b>International Office</b>
<b>Reduced Course Load Requests</b>
<b>Student Letter Request</b>
<b>Update Personal Information</b>
<b>Logout of iGlobal</b>

## Curricular Practical Training

Curricular Practical Training (CPT) is an employment benefit where F-1 students can apply what they have learned in a degree program through training in their major field of study.

### How do I apply for CPT?

- Attend a [CPT workshop](#) or view the [online CPT workshop](#).
- Find a employment in your major field of study.
- Part One:** Upload your job offer to this form.
  - An SISS Advisor will review this letter before it is submitted to your Graduate Coordinator or Major Advisor.
- Part Two:** Your Graduate Coordinator or Major Advisor will also have to electronically sign off on these forms.
  - After your Graduate Coordinator or Major Advisor recommends this training, SISS will issue you a new I-20 with the CPT authorization.
- You must enroll in a research or internship unit for the term you plan to be on CPT, unless an internship is a graduation requirement for your program of study.
  - During Summer Session(s): only one unit from one summer session is required.

## How to request CPT



### Who is eligible to apply for CPT?

- F-1 students in lawful status
- Enrolled full-time for at least one full academic year
- In good academic standing with UC Davis
- Registered in at least one research or internship unit as necessary

### Please fill out the following:

[Part One: Employment Letter](#)

[Part Two: Coordinator/Advisor Recommendation](#)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> = Incomplete          | <input checked="" type="checkbox"/> = Submit Another | <input type="checkbox"/> = Follow-Up Required |
| <input type="checkbox"/> = Optional            | <input type="checkbox"/> = Not Yet Available         | <input type="checkbox"/> = Awaiting Answer    |
| <input checked="" type="checkbox"/> = Complete | <input type="checkbox"/> = Pending Review            | <input type="checkbox"/> = Denied             |
| <input type="checkbox"/> = Draft               |  |   |

Campus: UC Davis

Network ID:

<b>iGlobal Home Page</b>
<input type="checkbox"/> <b>F-1 Practical Training</b>
<b>Curricular Practical Training</b>
Optional Practical Training (Graduates)
Optional Practical Training (Undergraduates)
<input checked="" type="checkbox"/> <b>F-1 Student Services</b>
<input checked="" type="checkbox"/> <b>International Office</b>
<input checked="" type="checkbox"/> <b>Reduced Course Load Requests</b>
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# Process for Requesting CPT



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# Required Elements of the Offer Letter

(paid or unpaid)

- On company letterhead
- Includes
  - *Employer's name and address*
  - Job title and description of job duties
  - *Number of hours per week*
  - Start and end dates of employment
  - *Indication of paid or unpaid employment*
  - HR or Supervisor signature

# Sample Employer Letter

## SAMPLE LETTER (From Employer)

### EMPLOYER LETTERHEAD

Employee Name  
Street Address  
City, State Zip Code  
Phone: (XXX) XXX-XXXX

MM/DD/YYYY

Services for International Students & Scholars  
University of California, Davis  
One Shields Ave.  
Davis, CA 95616

To Whom It May Concern:

This letter is to confirm that STUDENT NAME has been offered employment at PHYSICAL ADDRESS. Below is the employment information regarding STUDENT NAME.

Job Title: TITLE  
Responsibilities: LIST OF RESPONSIBILITIES  
Hours (**CIRCLE ONE**): Part-time: Up to 20 hours per week  
Full-time: Up to 40 hours per week  
Quarter of Employment: Fall/Winter/Spring Summer (**CIRCLE ONE**) YYYY  
Starting Date: MM/DD/YYYY or after authorization specified on I-20  
Ending Date: MM/DD/YYYY

***[Employment can be paid or unpaid]***

This employment will be paid/unpaid (**CIRCLE ONE**)

If you need more information, I can be reached at EMAIL or call (XXX) XXX-XXXX.

Sincerely,

Signature

NAME OF SUPERVISOR

TITLE

# Process for Requesting CPT





# CPT Authorization

- SISS cannot authorize CPT until your advisor has provided their recommendation. You must meet with them and they make the recommendation electronically.
- An SISS advisor will process your request and email you when your I-20 with the CPT authorization is ready for pick-up (5-10 days after your advisor's recommendation is done).

**You cannot begin working until you have the approved CPT I-20!**

# FAQ'S

*Q: Can I work for more than one employer during CPT?*

A: Yes, CPT can be approved but for a specific employer with a specific start date and end date. Thus, you will need to submit an application for each employer.

*Q: Can I do both CPT and a 50% (20 hours or less a week) on-campus employment?*

A: Yes, a student may be approved for CPT and continue with their on-campus employment.

*Q: Can I be approved for CPT while on filing fee status?*

A: No, Filing Fee status is a non-registered student status available to graduate students who have advanced to candidacy, or master's degree Plan II comprehensive exam and who have completed all requirements for their degree -including research for their thesis or dissertation.

# Please...

- DO NOT work off-campus or volunteer without employment authorization. This includes unpaid employment.
- DO NOT work beyond the end date of your CPT authorization. If your employer wants you to extend your CPT you should apply for additional CPT approval.
- DO NOT begin working before you receive your CPT authorization. SISS is not able to back-date your CPT authorization start date for employment that took place in the past.

**“Unauthorized employment is a status violation and may jeopardize your ability to remain in the United States”**

# Contact SISS

If you have any questions about your CPT application/process, please feel free to contact SISS.

**Call** SISS directly at 530-752-0864 ext. 0 to make an appointment with your international student advisor.

**Email** [siss@ucdavis.edu](mailto:siss@ucdavis.edu) with any questions you may have.

**Stop by** during SISS drop-in hours  
Mondays from 1:00-3:45 PM  
Thursdays from 1:00-3:45 PM