CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION FOR F-1 INTERNATIONAL STUDENTS

Services for International Students and Scholars (SISS)
Before you get started…

Download the F-1 Student CPT Application Form at http://siss.ucdavis.edu/forms/student_forms.html

Please refer to this form during the presentation. Be sure to review this form carefully after the presentation.

Please plan to spend at least 10 minutes viewing this presentation.
Employment Authorization Overview

On-Campus Work Authorization

F-1 students are able to work on-campus during their academic program and no additional SISS approval is needed in order to work on-campus. On-campus work is limited to 20 hours per week during the school year and full-time (more than 20 hours per week) only during the summer and official University breaks.

PLEASE NOTE: If you are working at the LLNL (Lawrence Livermore Nat’l Lab) or LBNL (Lawrence Berkeley National Lab) this is considered “on-campus” employment, this does not require CPT authorization. Employment at either labs is limited to 20 hours per week during the school year and full-time only during the summer and official University breaks. Please contact SISS for a letter explaining this agreement we have with LLNL and LBNL if you have a job at either labs.

This presentation will only focus on CPT
Employment Authorization Overview

Off-Campus Work Authorization

• **Curricular Practical Training (CPT)**— during your academic program.

• **Optional Practical Training (OPT)** — after completion of program.

*This presentation will only focus on CPT*
What is the Difference Between CPT and OPT?

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<th>CPT</th>
<th>OPT</th>
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<td><strong>When can I use OPT or CPT?</strong></td>
<td>CPT can only be granted during your academic program, but not during filing fee status. CPT cannot be approved after completion of program.</td>
<td>OPT is usually used after completion of your program however, it can be applied for during summer breaks. Students should apply for OPT 90 days prior to completing their program. A graduate student may be able to begin OPT after completion of coursework, and prior to submitting thesis/dissertation.</td>
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<td><strong>Do I have to have a job to apply for CPT or OPT?</strong></td>
<td>Yes, approval is given for a specific employer during a specific time.</td>
<td>No, a student does not need to have a job offer before applying for OPT.</td>
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<td><strong>Can I work at any kind of job?</strong></td>
<td>No, the job must be considered an integral part of your academic program and relate to your major field of study.</td>
<td>No, it is the student’s responsibility to find employment related to his or her field of study.</td>
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<td><strong>Who grants the authorization?</strong></td>
<td>SISS authorizes CPT, the authorization will be located on the 3rd page of your I-20. Processing time is approximately 7-10 business days.</td>
<td>SISS can only recommend that you are eligible for OPT. USCIS (U.S. Customs and Immigration Services) approves your OPT application. Processing time can take up to 90 days.</td>
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<td><strong>How long can I use CPT or OPT?</strong></td>
<td>There is no limit to the amount of CPT you can use. If you are approved for more than 12 months of full-time CPT, you will not be eligible to apply for OPT.</td>
<td>The maximum length of OPT approval is 12 months. Extensions are possible for STEM majors only.</td>
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The CPT Process

View the online CPT workshop and read through the entire CPT application form

Collect the appropriate documentation

- CPT application form
- Signed job offer letter from your employer
- Employment recommendation letter from your academic advisor, major professor or graduate coordinator

You can email or drop off your completed CPT application at SISS

SISS processing time is approximately 7-10 business days

If you have any questions please schedule an appointment with your International Student Advisor

or

You can email or drop off your completed CPT application at SISS
What is Curricular Practical Training (CPT)?

- Employment which is an integral part of your curriculum or program, including:
  - 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.
What is Curricular Practical Training (CPT)?

- CPT is a work authorization which allows F-1 international students to participate in paid or unpaid off-campus employment to gain work experience related to their major field of study.

- SISS requires CPT authorization for all off-campus paid or unpaid employment. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application.
Who Can Participate in CPT?

F-1 Students Who:

• Have been enrolled full-time for one academic year (9 months) and are in F-1 status at the time of application.

• Will continue to maintain F-1 student status while on CPT.

• Are able to demonstrate that the proposed employment is an integral part of his/her degree program.

• Must register and enroll in an internship course or research unit for the CPT employment.
Step One: Complete CPT Request Form

Student will complete a CPT Request Form

Check appropriate box on whether your CPT employment is required of your program or if it is related to your field of study.

Make sure the start and end date of your employment match what is in your job offer letter from your employer.

Please remember to attach your signed job offer letter and your letter of recommendation to this form.
Step Two: Gather Supporting Documents

1. **Letter of Recommendation from Academic Advisor, Major Professor, or Graduate Coordinator**
   This letter is crucial to getting CPT approval. This letter proves to your international student advisor that the employment is an integral part of your program of study. Your international student advisor relies on this letter to determine CPT eligibility. Please see an example in next slide.

2. **Job Offer Letter from Company**
   The job offer letter must include your job description, number of hours per week, start and end dates of your employment, and it must contain your employer’s signature.
Sample Letter of Recommendation

Department letterhead

Company name, address of employment, dates of employment, and number of hours per week

Indicates which course student will enroll in for the CPT

Dear UC Davis Services for International Students and Scholars,

NAME OF STUDENT has been offered employment with NAME OF COMPANY located at PHYSICAL ADDRESS for the period from EXACT START DATE to EXACT END DATE for NUMBER OF hours per week.

The employment will include DESCRIPTION OF JOB DUTIES.

The proposed employment is related to the student’s field of study and it is an integral part of the academic program. STUDENT’S NAME is enrolled in COURSE NAME & NUMBER for NUMBER OF units for SPECIFIC TERM.

If you have any questions, I can be reached at EMAIL & PHONE NUMBER.

Sincerely,

Signature

NAME

TITLE
Step Three: CPT Authorization

- Once you have all of the required documents, you can drop off your CPT application at the SISS front desk, stop by during our drop-in hours, or you can email your application directly to your international student advisor.

- Your international student advisor will email you directly when you have been approved for CPT. You will need to stop by SISS to pick up your updated I-20, with your CPT authorization located on page 3 of your updated I-20.

To schedule an appointment, call (530) 752-0864 ext. 0

SISS Drop-In Hours
Mondays – 1:00PM-4:00PM
Thursdays – 1:00PM-4:00PM
Fridays – 9:00AM-12:00PM
Once approved, you will receive a new I-20 with your CPT authorization located on page 3 of your updated I-20.
Can I work for more than one employer during CPT?

No, CPT approval is for a specific employer with a specific start and end date. Your CPT authorization is located on page 3 of your I-20.
Can I do both CPT and my 50% on-campus employment? If so, would it be full-time or part-time CPT?

Yes, a student may be approved for CPT, and continue with their on-campus employment. If a student receives part-time CPT approval as well as on-campus employment, the CPT would be considered part-time. For this situation, a student should meet with an international student advisor.
Can I be approved for CPT while on filing fee status?

No, Filing Fee status is a non-registered student status available to graduate students who have advanced to candidacy, and who have completed all requirements for their degree including research for thesis or dissertation.

SISS does not approve CPT for graduate students who are on filing fee. For more information, see your international student advisor.
If I get CPT approval for the summer, do I have to register for classes?

Yes, part of the CPT requirement is to receive academic credit for CPT employment. If a student is going to participate in CPT during the summer, he/she must register for one unit during either Summer Session I or II that represents the CPT employment.
Now that I have a new I-20 for CPT, what do I do with my other I-20’s?

The new I-20 with CPT approval is considered your current I-20 and should be used. It is recommended that you keep all of your previous I-20’s issued from SISS for your records.
If I work with a company full-time over the summer with CPT approval, can I continue working with them in the fall? Do I have to apply for CPT approval again?

CPT approval has a specific start and end date which is located on the 3rd page of your I-20. If you want to extend your CPT work authorization, you will need to submit a new CPT application form to your international student advisor.
If I am authorized for part-time CPT for one year will I lose my OPT?

No, you will only lose your eligibility for OPT if you are authorized for more than 12 months of full-time CPT. Part-time CPT does not count against your OPT time.
Please…

⚠️ Don’t work off-campus without employment authorization. This includes unpaid employment.

⚠️ Don’t work beyond the end date of your CPT authorization. If your employer wants you to extend your CPT you should get additional CPT approval.

⚠️ Don’t 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.
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 with any questions you may have.

Stop by during SISS drop-in hours
Mondays from 1:00-4:00PM
Thursdays from 1:00-4:00PM
Fridays from 9:00-12:00PM
Thank you for viewing the online CPT slideshow!