F-1 Curricular Practical Training (CPT)
General Information
(Paid and Unpaid Off-Campus Employment)
Processing time: Ten (10) working days

VIEW THE SISS ONLINE CPT WORKSHOP AT: http://siss.ucdavis.edu

What is Curricular Practical Training (CPT)?

Curricular practical training is "employment which is an integral or important part of your curriculum, including: 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."

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. All paid or unpaid off-campus employment must be authorized. 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 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 (2.0 GPA or higher)

How may you be eligible for CPT?

1. Employment that IS NOT required by a degree program
   To be approved for off-campus employment that is NOT a requirement of your degree program, you must submit the following:
   - CPT request form
   - A job offer confirmation letter (see example, page 4)
   - Letter of support from one of the following: Your graduate coordinator, academic advisor, or major professor (see example, page 5)
   - Enrollment verification in CRN 199 or 299 or research units during the CPT approved term(s). Note: This will be determined with your graduate coordinator, academic advisor, or major professor.

2. Employment that IS a required part of a degree program (i.e. MBA, DEB)
   To be approved for off-campus employment that IS a requirement of your degree program, you must submit the following:
   - CPT request form
   - A job offer confirmation letter (see example, page 4)
   - Letter of support from one of the following: Your graduate coordinator, academic advisor or major professor (see example, page 5)
FAQS (Frequently Asked Questions)

When can I begin CPT?
You may only begin CPT employment after you have received authorization from SISS.

What is the difference between Part-time and Full-time CPT?
Part-time CPT = Employment for 20 hours or less per week.
Full-time CPT: Employment for more than 20 hours per week.

Are there limitations on CPT?
- Part-time CPT is unlimited.
- Twelve months of full-time CPT will make F-1 student ineligible for Optional Practical Training (OPT).
- Undergraduate students may be authorized for off-campus CPT employment only part-time during the academic year, but may be authorized full-time during summer.
- Graduate students may be authorized for CPT off-campus employment full or part time at any time.
- All students must remain registered full-time during the academic year to maintain lawful F-1 immigration status.
- All students must stay registered in the internship (CRN 199 or 299) or research units during the academic year or summer session.

Note: Graduate students who wish to be employed more than 20 hours per week on-campus during the academic year will require CPT approval from SISS.

Example: Bernardo, a Ph.D. student, worked full-time at Oracle for 6 months during fall and spring quarters with SISS authorization. Now he would like to work full-time at Oracle for an additional 6 months. Bernardo will not be eligible for OPT if he goes back to Oracle for the additional 6 months, but he would be eligible if he chooses to work for only 5 months.

Do I have to register for internship or research units during summer?
Yes. Students must register in at least one (1) internship or research unit for Summer Session I OR Summer Session II (not both).

Where will my employer find my work authorization?
CPT authorization is listed on page 3 of your I-20 document.

Can I change employers while on CPT?
No, CPT is an employer-specific employment authorization. If you want to change employers you must submit another CPT application.

Am I eligible for CPT in Filing Fee Status?
No, students on Filing Fee status at UC Davis are NOT eligible for CPT employment.

Can I apply for CPT and take a quarter off from UC Davis?
No, CPT is part of your academic program. When authorized for CPT, students must be registered in course units related to the CPT employment. During the academic year, students are required to be registered as a full-time student (i.e. 12 units per quarter).
F-1 Curricular Practical Training (CPT) Application Procedure

STEP 1: View online CPT Workshop at http://siss.ucdavis.edu/students/current_students/online-opt-cpt-workshops.html

STEP 2: Complete the SISS CPT Request Form

STEP 3: Receive a job offer letter for CPT employment (see sample letter)

STEP 4: Receive a letter of recommendation from your academic unit (see sample letter)

STEP 5: Drop off your completed packet at the SISS front desk OR come to drop-in hours with your completed packet

A complete packet includes:

- A completed SISS CPT Request Form
- Official job offer confirmation letter from your employer on company letterhead (photocopy accepted), which includes the following:
  - Employer’s name and address
  - Job title and description
  - Number of hours per week
  - Start and end dates of employment
  - Paid or unpaid employment
  - Employer signature
- Employment recommendation letter from your graduate coordinator, academic advisor or major professor. The letter must be on departmental letterhead and state the following:
  - The CPT is required by the student’s academic program or the work is related to and an integral part of the student’s field of study
  - The student has enrolled in (specify course listing) and will receive academic credit for the work experience
  - Employer’s name and address
  - Description of the employment
  - Number of hours per week
  - Start and end dates of the recommended employment

STEP 6: Your international student advisor will email you when the CPT authorization has been approved. You will need to pick up your new I-20 at SISS. Look for the CPT authorization on page 3 of the new I-20.

Processing time: 10 working days

Note: To extend or change your CPT please complete steps 1-5 again before your current CPT authorization expires.

- Letter must be on letterhead (photocopies are ok).
- You may be able to start employment prior to being granted the Social Security number but you must apply for the SS number as soon as you get the job offer letter. Go to our website for more information: http://siss.ucdavis.edu/resources/intl_student_resources/social-security-students.html
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
SAMPLE LETTER  
(For UC Davis Department)

UC DAVIS DEPARTMENT LETTERHEAD

MM/DD/YYYY

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 or call (XXX) XXX-XXXX.

Sincerely,

Signature

NAME
TITLE
**F-1 Curricular Practical Training (CPT) Request Form**

**Processing Time: Ten (10) working days**

### Student Information

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>UC Davis Student ID</th>
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<table>
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<tr>
<th>Expected Date of Program Completion/Graduation (MM/DD/YYYY)</th>
<th>Major(s)</th>
<th>Department</th>
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<tr>
<th>Have you ever been on CPT before?</th>
<th>Dates of previous CPT (if applicable) (MM/DD/YYYY)</th>
<th>Course Information</th>
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<tbody>
<tr>
<td>□ yes □ no</td>
<td>/ / to / /</td>
<td>Course Title: ________________________________</td>
</tr>
<tr>
<td></td>
<td>/ / to / /</td>
<td>Course Number: ______________________________</td>
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<td></td>
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<td>Number of Units: ______________________________</td>
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<thead>
<tr>
<th>Employment Requirement</th>
<th>Course Information</th>
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<tbody>
<tr>
<td>□ Required part of degree program (MBA, DEB)</td>
<td>Course Title: ________________________________</td>
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<tr>
<td>□ Work is related to and an integral part of field of study (Complete the Course Information box)</td>
<td>Course Number: ______________________________</td>
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<tr>
<td></td>
<td>Number of Units: ______________________________</td>
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### Proposed Employment

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>Employer’s Phone Number</th>
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<tr>
<th>Employer’s Address</th>
<th>Dates of Employment (start &amp; end dates) (MM/DD/YYYY)</th>
<th>□ 20 hours/week or less (Part-Time)</th>
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<tr>
<td></td>
<td>/ / to / /</td>
<td>□ 21 hours/week or more (Full-Time)</td>
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<th>□ 21 hours/week or more (Full-Time)</th>
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</thead>
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### Student Acknowledgement

I understand that this employment coincides with a specific quarter of academic study in which I am registered for internship or research units.

I understand that employment start dates cannot begin more than 5 weeks prior to the quarter start date in which I am registered for internship or research units that represent this employment.

I understand that employment end dates cannot extend more than 5 weeks after the quarter end date in which I am registered for internship or research units.

I hereby confirm the above information is complete and accurate. If there are any changes to my CPT employment I will notify my International Student Advisor at SISS.

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<tr>
<th>Student’s Signature: ______________________________</th>
<th>Date: ______________________________</th>
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