Curricular Practical Training (CPT)

- Authorization to participate in paid or unpaid off-campus employment relative to your major
CPT Eligibility

- Maintaining lawful F-1 status
- 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
- Represented by at least 1 unit of internship or research
Part-time & Full-time

Part-Time CPT
- Total employment ≤ 20 hours (including on-campus)
- No limit on part-time CPT

Full-Time CPT
- Employment >20 hours per week
- Allowed during summer, winter, spring breaks
- Accruing twelve months of full-time CPT = No OPT
Requesting CPT

All CPT is requested via iGlobal

https://iglobal.ucdavis.edu
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?

1. Attend a CPT workshop or view the online CPT workshop.
2. Find a employment in your major field of study.
3. 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.
4. 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.
5. 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.
Process for Requesting CPT

1. Student Submits Part I
2. SISS Advisor Reviews Offer Letter
3. Student Submits Part II
4. Academic Coordinator/Advisor Reviews Offer Letter
5. SISS Advisor Issues CPT I-20
Required Elements of the Offer Letter (paid or unpaid)

• Official company letterhead
• 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
• Ok to submit more than one letter if offer letter does not contain all we need
Sample Employer Letter

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
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CPT Authorization

• Your advisor must recommend CPT before SISS can authorize CPT.

• SISS processing time is 2 weeks.

• Authorization is noted on your I-20 with your employer’s name and dates of authorized employment

You cannot begin working until you have the approved CPT I-20 in your hands!
Frequently Asked Questions

Q: Can I work for more than one employer during CPT?
A: Yes
- You will need to submit an application for each employer
- You may have multiple, overlapping employers
- Total hours worked must be less equal to or less than 20 hours/week during academic terms

Q: Can I do both CPT and on-campus employment?
A: Yes
- Only if the total combined number of hours/week is 20 hours or less

Q: Can I be approved for CPT while on filing fee status?
A: No
- CPT is part of your academic coursework--Filing Fee status = finished with coursework
Unauthorized employment is a status violation, including…

- Working off-campus without employment authorization, including unpaid employment
- Working beyond the end date of your CPT authorization
- Working before you receive your CPT authorization
- Working > 20 hours/week during academic terms
- Working > 20 hours/week using on-campus and CPT combined
SISS Team - siss.ucdavis.edu/people

Tammy Silver, Assistant Director

Emily Taylor, International Student Advisor

Robert Nagel, International Student Advisor

Kathy Lighthall, Intake Advisor

Matt Kaminski-Lucas, International Student Advisor

Sharon Ericsson, International Student Advisor

Linda Heckert, International Student Services Assistant

Kai Cheng, International Student Advisor

Stephanie Partridge, Intake Advisor

Meredith Lucas, Intake Advisor
Email siss@ucdavis.edu

Contact your SISS International Student Advisor: https://siss.ucdavis.edu/people

Come to SISS drop-in hours
Mondays from 1:00-3:45 PM
Thursdays from 1:00-3:45 PM
Services for International Students and Scholars
A part of Global Affairs
siss.ucdavis.edu