

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 = 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

Part-Time and Full-Time criteria

- All student employment will be limited to a total of 20 hours/week during academic terms unless the student has advanced to candidacy.
 - All on-campus employment may no longer exceed 20 hours/week.
 - Combined on-campus and off-campus via CPT may no longer exceed 20 hours/week.
- Students who have advanced to candidacy, may be authorized for full-time CPT under the following conditions:
 - Registered in 12 research units
 - Graduate Coordinator indicates that full-time CPT is necessary to fulfill dissertation/thesis/project requirements

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:

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

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.

How to request CPT



Who is eligible to apply for CPT?

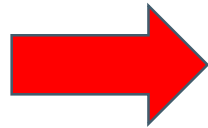
- F-1 students in lawful status
- Enrolled full-time for at least one full academic year
- In good academic standing with UC Davis
- Registered in at least one research or internship unit as necessary

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 | | |



iGlobal Home Page
+ Departures from UC Davis
- Employment
Curricular Practical Training (CPT) request
Optional Practical Training (Undergraduates)
Optional Practical Training (Graduates)
Social Security Letter
+ F-1 Student Services
+ Reduced Course Load Requests
+ Student Letter Request
+ Update Personal Information
Logout of iGlobal

How do I apply for CPT?

1. Learn about [CPT](#).
2. Find 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.
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.
6. SISS will issue you a new I-20 with the CPT authorization **after** the Graduate Coordinator/Major Advisor completes their recommendation and **after** any unit required has been verified. **Allow SISS 2 weeks for processing.** Do not begin employment until you have received the I-20 with the CPT authorization.

Process for Requesting CPT



Process for Requesting CPT



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