



SAN DIEGO STATE UNIVERSITY

# International Student Center Curricular Practical Training (CPT) Record Form

**CPT Processing time is 5-7 business days**  
CPT walk-in hours every Wednesday from 1:30-3:30pm



**Application Steps**

1. Receive employment offer from company
2. Fill out CPT form and meet with department chair or graduate advisor for recommendation
3. Enroll in the internship course, if necessary
4. Attend CPT walk-in hours and bring with you this form and copy of job offer letter

Name: \_\_\_\_\_ RED ID #: \_\_\_\_\_

Degree Objective:  Bachelor's  Master's  Doctorate Major: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Are you working on campus? YES  NO

**CPT Request (CPT is only authorized per semester)**

I am currently:  Enrolled in coursework  
 In thesis only (After all coursework is complete, students are only allowed 1 additional semester of CPT)  
 In comprehensive exams (After all coursework is complete, students are only allowed 1 additional semester of CPT)

Requested Beginning Date: \_\_\_\_\_ Requested Ending Date: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Job Title \_\_\_\_\_  Paid  Unpaid

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**CPT Statement of Understanding:**

I certify the CPT dates and hours above are correct. I understand that any changes to the current CPT require meeting with an ISC advisor and authorization must be given before I can begin/continue working.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Department Recommendation (Must be filled out completely by advisor)**

Advisor's Name \_\_\_\_\_ Telephone or Extension \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dates (CPT can be recommended for one or two semesters) \_\_\_\_\_ - \_\_\_\_\_

Employment is recommended  Part time (0-20 hours)  Full time (21-40 hours)

I certify that the proposed training is an integral part of the established curriculum for this major field of study, and

- the training is a required part of the program.
- the training is optional, and will be taken for unit credit \_\_\_\_\_ (course name and number)
- the training is optional, and will be taken as part of the thesis

**FOR CPT EXTENSIONS**

CPT Dates \_\_\_\_\_ -- \_\_\_\_\_  CPT Unit Added \_\_\_\_\_ Full Time/Part Time \_\_\_\_\_

Beginning Date                      End Date

\_\_\_\_\_  
Advisor Initials                      Date

## **CPT Information for Faculty or Academic Advisors**

Curricular practical training is defined as any required or optional internship that is an integral part of the established curriculum for a program of study. Only internships that are directly related to the course curriculum qualify as curricular practical training, and can be either an optional or required part of the program.

International students in F-1 status are allowed to work in paid internships during their course of study that are an integral part of the established curriculum for their major. This type of employment authorization is called Curricular Practical Training (CPT). The regulations for CPT require that internships that are an optional part of the course curriculum be taken for unit credit. Internships that are a required part of the course curriculum do not have to be taken for unit credit. Students engaged in CPT must be enrolled every semester.

To verify that students meet the requirements to do a paid internship through CPT, the ISC requires a recommendation from the department chair or graduate advisor that certifies the training opportunity is an integral part of the established curriculum and that, if optional, will be taken for unit credit. Students may also be authorized for an internship that is part of their thesis research.

Although students are often very insistent that their internship proposal meets the necessary requirements, not all majors have this type of requirement as a part of the curriculum. If the student's request does not meet the above requirements, they are not eligible for this type of training.

## **Requirements and Application Processing Information**

- Student must have been in F-1 status for a minimum of one academic year.
- The training **must** be an integral part of the curriculum. It is only authorized during a course of study.
- Internships that are **optional must** be taken for units. Not all majors at SDSU offer courses that meet the CPT eligibility. Students should check with their department for information.
- If it is a **required** part of the program, it does **not** have to be taken for units.
- The training is authorized for a specific job at a specific company.
- If **full time** CPT authorizations total one year or more, you are **ineligible** for Optional Practical Training.
- There is no specific application period for CPT. Students must allow enough time after obtaining the job offer to obtain the recommendation letter from their department, enroll in the course and **attend CPT walk-in hours. Plan ahead!**
- CPT does not require an application to the USCIS or an Employment Authorization Document (EAD). CPT is administered by an ISC advisor and a new SEVIS I-20 will be processed to include employment authorization.
- The employment may **NOT** begin until the training has been authorized. **Under no circumstances** will CPT be backdated to include illegal work done before it was authorized.

## **Changes in CPT Employer or Dates of Employment**

Any changes in the CPT authorization require you to meet with an ISC advisor during CPT walk-in hours. Changes include: the employer, hours per week (full time vs. part time), end CPT early or changes to CPT dates.

## **Renewal of CPT Authorization**

Students extending CPT may drop off CPT documents at the ISC reception desk or email them to [ISCrecep@mail.sdsu.edu](mailto:ISCrecep@mail.sdsu.edu) as long as all current CPT information is remaining the same. The processing time for CPT is 5-7 business days. Please plan ahead before the current authorization expires. **Do not procrastinate!** CPT cannot be backdated and we do not allow same day appointments.

**If you have any questions please contact the International Student Center at 619-594-1982 to speak with one of the ISC advisors**