

F-1 Curricular Practical Training (CPT) FAQs

University of California, Riverside, International Education Center
Statistics-Computer Building, Room 1669, 900 University Ave, Riverside, CA 92521

What type of work experience qualifies as CPT?

You may apply for CPT if the work experience is an integral part of the degree program. This includes any type of required internship or practicum, or any required work for which course credit is received. The internship must be directly related to your academic program.

Am I eligible to apply?

In order to apply, you must have completed one academic year as a full-time student. Students must also be in good standing with immigration when applying for CPT and while working, if approved for CPT. You must also be registered for a full-time course load (with the exception of summer). Students on filing fee status are not eligible for CPT.

How much CPT can I use? Will it affect my eligibility for OPT in the future?

Students are not limited to the amount of CPT they may utilize; however, students who have engaged in one year or more of full-time CPT are not eligible for Optional Practical Training (OPT). Part-time curricular practical training is not counted towards OPT eligibility. Generally, CPT is authorized as part-time during the academic year.

How do I apply?

- Obtain an internship offer letter from your prospective employer on company letterhead specifying: your job title and responsibilities, whether the internship is full-time or part-time and the dates of employment.
- Complete the CPT Certification Form on the other side.
- Enroll in an internship course—CPT is authorized for the period in which you are registered for the course.
- Submit: 1) the CPT Certification Form, 2) your advisor's recommendation letter, 3) the company internship offer letter and 4) proof of class registration at the front desk of the International Education Center. Upon receipt of a complete CPT application, an IEC advisor will review all documentation.
- If approved, an email will be sent to your UCR webmail address. You may then pick up your new I-20 at the front desk of the IEC. The CPT authorization will be noted on page 3 of your new I-20 Form.

Can I begin my internship while I'm waiting for authorization?

No. You **MUST** be approved for CPT before your internship begins and have a CPT I-20 issued from our office. We do not back-date CPT authorization, so make sure you plan early and submit an application well before your internship is scheduled to begin. You should allow at least one week for us to process the application.

Can I change my employer, the dates, or my status as full-time or part-time once I've been approved?

No. You may only work for the employer listed on your I-20, for the specific dates listed, and only full-time or part-time as authorized. Any changes require an entire new application packet and would necessitate a new CPT I-20.

What do I need to do to renew my CPT authorization next quarter?

You must submit all new documentation (including a new offer letter and a new recommendation letter) along with a new CPT certification form for each quarter in which you would like to work. You must also continue to register for the internship course each quarter, as necessary.

I'm a graduate student. What if I'm also working part-time on-campus as a TA or a GSR? What if I have a fellowship?

If the combined time you plan to work (both CPT and on-campus employment) exceeds 20 hours per week, you should contact the Graduate Division and/or your Departmental Advisor to discuss how this will affect your funding (fellowship, etc.). Working more than 20 hours total may be considered full-time employment by either your department or the Graduate Division and will affect your funding, so please check with them.

Can I apply for CPT in the summer if I've been on filing fee in the spring?

No. If you were on filing fee in the spring, you are not eligible for CPT during the summer.

What dates can I request for my CPT? Can I work during breaks between quarters or after my program is finished?

The dates of your CPT authorization must match the dates of the quarter in which you will do your internship. If approved for CPT during the summer and will enroll in a full-time courseload for the fall to continue in your program, you may be eligible to have your CPT extended to cover the break between summer and fall. If you will complete your program in the summer, your CPT must end by the last day of the summer quarter.

F-1 Curricular Practical Training (CPT) Certification Form

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TO BE COMPLETED BY THE STUDENT:

Student Information

Name of Student: _____
First *Middle* *Last*

SID Number: _____ SEVIS Number: _____

Date of Birth: _____ Phone Number: _____

Major: _____ Bachelor's _____ Master's _____ Ph.D. _____

Internship Information

Name of Employer: _____

Employer's Address: _____
Street Number, Street Name, Bldg. Name, and/or Suite Number, if applicable; City, State, Zip Code

Job Title: _____ Internship Dates: Starting _____ until _____
These dates should match the dates of the quarter for which you are applying. They should only reflect one quarter, as CPT must be renewed on a quarterly basis.

Part time CPT (20 hours per week or less) Full time CPT (over 20 hours per week)
Please note that during the academic year, students may only apply for part-time CPT (20 hours per week or less), unless the student has advanced to candidacy or is pursuing a program that requires full-time CPT. During the summer, students may apply for full-time CPT; however, students will be required to enroll for an approved internship course.

My signature below indicates I have read the FAQs on the reverse side and I understand the requirements for CPT and maintenance of my F-1 status. I also understand that authorization will only be for the approved employer and dates above.

Student's signature Date

TO BE COMPLETED BY ACADEMIC ADVISOR OR SUPERVISING FACULTY:

- 1) Please select the most appropriate: The student will be enrolling for a class that requires an internship.
 This major requires an internship in order for the student to graduate. (Internship is listed or described in publications as a requirement for all students.)
 This employment is necessary for a doctoral dissertation or master's thesis research.
- 2) Please indicate the course in which the student will enroll this quarter: Course # _____ for _____ credits
- 3) Please attach a letter on departmental letterhead including the following information/attestation:
- that this internship/employment is required and the work will be related to his/her field and an integral part of the student's academic program; and
 - details of the training/work at the company and how it relates to the student's academic objective and/or degree and/or current coursework.

My signature below indicates I have reviewed the internship offer and certify this internship to be an integral part of this student's curriculum.

Major Professor/Supervising Faculty signature Printed name Date

Graduate Advisor Signature (Graduate students only) Printed name Date

REMINDER: If the combined time you plan to work (both CPT and on-campus employment) exceeds 20 hours per week, you should contact the Graduate Division and/or your Departmental Advisor to discuss how this will affect your funding (fellowship, etc.). Working more than 20 hours total will be considered full-time employment by either your department or the Graduate Division and could affect your funding, so please check with them.