



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 are every Wednesday from 1:30-3:30 PM

Application Steps

1. Read CPT information on the ISC website and/or visit your Academic Department to see if you are eligible to work or do an off-campus internship (paid/unpaid) or employment (*not all students will be eligible for CPT*)
2. Search for employment or internship (paid/unpaid) and receive job offer letter from company that has details below
3. Fill out this CPT Form and meet with department chair or graduate advisor for CPT recommendation
4. Enroll in the internship course, if required
5. Attend CPT Walk-In Hours and bring this form and job offer letter at least one week before you wish to begin your CPT

Name: _____ RED ID #: _____

Degree Objective: Bachelor's Master's Doctorate Major: _____

Expected Term of Graduation: _____ Are you working on campus? YES NO

CPT Request (CPT can only be authorized for one term at a time)

Requested Beginning Date: _____ Requested Ending Date: _____

Number of hours per week: _____ Job Title _____ Paid Unpaid

Company Name: _____

Company Address: _____ City _____ State _____ Zip _____

CPT Statement of Understanding:

I certify the CPT dates and hours above are correct. I understand that any changes to the above CPT request will require meeting with an ISC advisor, and CPT authorization must be given by the ISC on an updated I-20 **before** I can begin working.

Signature: _____ Date: _____

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

- If student is in a Graduate Program, she/he is: Enrolled in substantive coursework
 Working on thesis or project **only** (no substantive coursework)
 In comprehensive exams **only** (no substantive coursework)

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), undergrads are restricted to part-time CPT during the semester
 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.

TO BE COMPLETED BY ISC ADVISOR

CPT Dates _____ - _____ CPT Unit Added Full-Time/Part-Time _____
Beginning Date End Date Advisor Initials & Date

CPT Extension Dates _____ - _____ CPT Unit Added Full Time/Part Time _____
Beginning Date End Date Advisor Initials & Date

Last Term of CPT Advisor Initials & Date

CPT Information for Faculty or Academic Advisors

Curricular practical training (CPT) is defined as any required or optional off-campus internship (both paid and unpaid) and employment that is an integral part of the established curriculum for a program of study. International students in F-1 status have different restrictions for off-campus internships and employment than domestic students, but are allowed to participate in CPT during their program of study if the practical training is an integral part of the established curriculum for their major **and if** they receive CPT authorization from the International Student Center (ISC) **before** beginning the internship/employment.

Internships/employment that are a required part of the course curriculum do not have to be taken for unit credit. The U.S. immigration regulations for CPT require internships/employment that are an optional part of the course curriculum be taken for unit credit. Students engaged in CPT through unit credit must be enrolled in the CPT class each term. **Students cannot participate in an off-campus internship/employment until they have CPT authorization from the ISC.**

To verify that students meet CPT requirements, the ISC requires a recommendation from the department chair, undergraduate/graduate advisor, or academic 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 CPT if it is part of their thesis research.

Although students are sometimes very insistent that their internship proposal or employment meets the necessary CPT requirements, not all majors have this component as part of the curriculum. If the student's request does not meet the above requirements, they are not eligible for CPT and cannot participate in an off-campus internship and/or employment.

Requirements and Application Processing Information

- Student must have been in full-time study at SDSU 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/employment that are **optional must** be taken for unit credit. 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 unit credit.
- The training is authorized for a specific company, a specific date range, and number of hours per week.
- If **full-time** CPT authorizations total 12 months or more, the student will **not be eligible** 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 from their department, enroll in the course (for CPT authorized through unit credit), and **attend CPT Walk-In Hours at the ISC. After meeting with an ISC advisor, it will take 5-7 business days to receive the CPT authorization, so plan ahead!**
- CPT is administered by an ISC advisor and a new SEVIS I-20 will be processed to include the practical training authorization.
- **A student CANNOT begin their internship/employment until the date the training has been authorized on the new I-20 by the ISC. If they work before they receive CPT authorization, they are in violation of their F-1 status which is grounds for termination of the student's SEVIS immigration record. This could result in the student's return to their country, inability to finish their program at SDSU, and problems with re-entering the U.S. in the future. Under no circumstances will CPT be backdated to include illegal work done before it was authorized.**

Changes in CPT Employer, Dates of Employment, or Hours

All changes to your CPT authorization require the student 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.

Extension of CPT Authorization

Students who wish to extend their CPT authorization with no changes to employer or hours worked may drop off the new CPT documents at the ISC or email them to isc.reception@sdsu.edu. Students who wish to extend their CPT authorization but have a change in the employer or hours worked and/or are required to have a new job offer letter for the new CPT dates must complete the regular CPT process again. The processing time for an extension of CPT authorization is 5-7 business days, so **please submit your CPT renewal document(s) to the ISC at least 5-7 business days before your current CPT ends.** When graduate students have finished all substantive coursework, they are allowed only one additional semester of CPT.

More detailed CPT information is on the ISC website under "F-1 Employment". If you have any questions, please contact the International Student Center at 619-594-1982 or ISCrecep@sdsu.edu