

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) allows F-1 students who are maintaining status and have completed one academic year of full-time study in the U.S. the opportunity to work off-campus (either full or part-time). Internship opportunities generally fall in this category. Immigration regulations for F-1 students require that CPT must be ‘an integral part of an established curriculum’. The University’s definition for ‘integral’ is explained below. CPT is authorized by the **Center for International Education (CIE)** in the form of an endorsement on page 2 of the I-20 indicating the location, number of hours, and duration of the practical training.

In order to be authorized for CPT, you will be working with multiple offices on campus – CIE, Internships, and possibly your academic department. Therefore, you will need to plan in advance to be sure that you have met all of the requirements before you wish to begin your CPT experience.

DO NOT BEGIN WORKING UNTIL YOU HAVE RECEIVED THE EMPLOYMENT AUTHORIZATION ON YOUR I-20.

How do I know if I’m eligible for Curricular Practical Training?

The following requirements must be met before CIE will authorize CPT:

- You must currently hold valid F-1 status.
- You must have been enrolled as a full-time student in the US for at least 1 academic year (2 semesters) in F-1 status
- You must be still working towards completion of the academic program indicated on your I-20. *If you have completed all degree requirements (even if you have not filed for graduation), you have reached the end of your status as an F-1 student at Cal State East Bay, and are no longer eligible for CPT.*
- You must be a student in good academic standing. If you are on Academic Probation or Disqualification, you will NOT be authorized for CPT.
- The internship must be considered an ‘integral part’ of your academic program.
- Your academic program department must offer the Internship class or you must enroll in the GS Internships class for the specific semester.
- Your prospective Internship site must be an approved internship site in CalState S4

How is a practical training opportunity considered an ‘integral part’ of my program?

To be considered ‘integral’, the practical training must be either a REQUIRED or OPTIONAL part of your academic program. If the practical training is related to and a requirement of your degree program, then it automatically qualifies for Curricular Practical Training. However, you still need to apply for the Curricular Practical Training through the **CIE** in order to have legal authorization to work in the U.S.

If the practical training is related to but not a requirement of your degree program, then to consider the practical training ‘integral’, you must enroll in, and pay for, academic credit. Most students satisfy this requirement by enrolling in their academic department Internship class or the General Studies Internship class.

What is CalState S4?

Cal State East Bay is committed to building partnerships with internship sites that choose to host an internship experience at their job site with the intention of connecting academic content to career experience, learning specific career skill sets needed for their profession. All sites wanting to partner with Cal State East Bay must abide by the [U.S. Department of Labor's description of Internship Programs Under The Fair Labor Standards Act](#). The internship site has an option to choose the partnership be valid for 5 years during the registration process. If they do not choose this option, they will be required to re-register every semester. For more information regarding CalState S4- <https://app.calstates4.com/csueastbay>

Can I work full-time through CPT?

You may only be authorized for full-time employment/practical training during the Summer term *and* you are enrolled less than full-time (including internship units). You must still be enrolled in the internship or field experience course to be eligible for CPT, including Summer or anytime you are on a reduced course load.

If Summer term is your last term, your CPT cannot be full time. You will only be authorized for part-time CPT if it is your last semester/term or if you are no longer taking coursework but are working on your thesis, project or comprehensive exam.

*Full-time study is defined as 8 units for graduate students, 12 units for undergraduate students, or other exceptions approved by an international student advisor.

When can I begin my CPT?

Since you are working as a requirement of an academic course, the dates of employment/practical training will be tied to the dates of the academic semester/term. In other words, you may not begin sooner than the first day of the semester/term, or work beyond the last day of the semester/term. Your CPT cannot be authorized or extended only for the “break” period between semesters.

Exception: If you have been authorized for CPT for one semester/term and before the end of that semester/term you apply to CIE to renew your CPT for the following semester/term, we will authorize you to work during the break between semester/terms (in other words, continue your employment without a break). **However**, you must continue employment at the same company and we CANNOT backdate employment authorization, **so you must come in to renew your CPT before your current employment authorization ends.**

Is there a deadline for submitting my application for CPT to the CIE?

You may apply for CPT as long as you are still able to enroll in the appropriate academic course for the semester/term of the proposed employment. However, keep in mind that your **employment** is authorized only by the Center for International Education, so even if you’ve received academic approval to participate in an Internship course, you may not begin work until you have received employment authorization on your I-20 from an international student advisor.

How do I renew my CPT?

If you are continuing your CPT with your current company, you will need to complete the CPT process again and obtain a memo from the employer verifying you will be continuing your CPT. If you are changing employers, you will be required to complete all steps outlined for the CPT Procedure and you will not be authorized to work during the break period between semesters/term.

For how long can I do CPT (how many times may I renew my CPT)?

Enrollment in Internships may be repeated for CPT for a MAXIMUM of 3 terms* during a student's degree program, regardless of change of option within a particular major or change of major degree program. However, if the departmental requirements as defined in the University catalog allow for FEWER than 3 terms, the Center for International Education will not exceed the requirements in the catalog. If you are applying for CPT based on a department specific course (such as fieldwork experience), the limit will depend on the requirements of that department.

*Term- one semester or one summer session is concerned a term.

An F-1 student will only receive authorization for Curricular Practical Training beyond the maximum stated above if he/she completes one degree (i.e. bachelor's degree) at Cal State East Bay and is admitted to a new degree program that allows for an internship experience.

Does CPT affect my eligibility for Optional Practical Training (OPT)?

Usually, no. Curricular Practical Training and Optional Practical Training are separate categories of employment in U.S. Citizenship and Immigration Services (USCIS) Regulations. Therefore, time authorized for CPT is not deducted from your 12 months of possible OPT. There is only one exception: if you complete 12 months of FULL-TIME CPT, you will NOT be eligible to apply for OPT.

My department has a fieldwork or internship course that is not a part of the Internship program. How do I use that course for CPT?

This process is very similar to obtaining CPT with an internship course. You will need to meet with an international student advisor in the CIE and bring the following documents:

- A memo from your department explaining the course that you are taking and the employment that will fulfill the requirements for that course.
- A letter from your proposed employer describing your position, employment location, dates of employment, and number of hours per week.
- Be enrolled in the Internship/Fieldwork Course for the semester/term you wish to start CPT

CIE will review your documents and after we have determined that you are eligible for Curricular Practical Training, the employment authorization will be noted on your new I-20.

What happens if I received CPT authorization and then I am offered a job with a different employer? Can I take the new job instead?

The authorization you receive is employer and site specific. Therefore, CIE would need to authorize new employment and notify SEVIS that you have terminated your previous employment. We will only consider this if this employer change is approved by all parties (Cal State S4/Internships and your academic department). In addition, CIE will request written documentation from your first employer verifying the termination date of your employment with them.

What happens if my academic department does not offer an Internship class?

If your academic department does not list an Internship class in the University Catalog, you will have the option to enroll in the General Studies (GS) Internship class. Please be aware there will be a maximum space allotment for this class and if the class is full, you will not be eligible for CPT due to the inability to enroll in an internship class.

REMINDER - DO NOT BEGIN EMPLOYMENT UNTIL AFTER YOU HAVE RECEIVED THE AUTHORIZATION FOR CURRICULAR PRACTICAL TRAINING ON YOUR I-20.

****This is a new procedure for Fall 2018 and is subject to change at any time.
Please continue to check for updates****

Procedure to Apply for CPT

1. Read through this packet carefully. Make a list of any questions you still have. You may consult with an international student advisor to be sure you are eligible.
2. Obtain an internship offer letter- Find a position related to your field of studies and obtain an offer letter. (See www.csueastbay.edu/internships for help finding a placement)
Offer Letter must include but not limited to: On company letterhead, signed by employer, include full address of location where employment will take place, your name, dates of employment, whether employment is full time or part time, job duties.
3. Confirm that Internship Site is a Registered Partner Registration on CalState S4-
<https://app.calstates4.com/csueastbay>
If the Internships Site (practical training “company”) is not in CalState S4, they will need to initiate a partnership with Cal State East Bay through the database CalState S4.
 - Requesting a Partnership- Internship Sites must complete the “Request to Initiate Partnership Form”(<https://app.calstates4.com/csueastbay/request-to-initiate-partnership>). You will have to provide your internship site the link above and request them to complete the form. This partnership can be valid for 5 years if the internship site opts in.
 - Once your internship site has completed the Request to Initiate Partnership Form they will receive an email confirmation that the form has been received. Approval time is 24-36 hours.
 - After approval the internship site will receive another email requesting a signature/acknowledgment for the Memorandum of Understanding (MOU).
4. Enroll in Internship class- You are required to check with your academic department to see if they offer an Internship course (498 or 698). If your academic department offers this class, you must follow the academic departments specific procedure to enroll in the internship course. If your academic department does not offer either 498 or 698, you have the option to enroll in the General Studies (GS) 498 or 698. Please email internships@csueastbay.edu regarding the GS option.
 1. Holds-Please make sure you do not have any holds preventing enrollment. Please allow 24-48 hours for the class to appear in your MyCSUEB.
 2. Late Adds- If you are trying to add the class after the add/drop deadline, you will need to get permission from Internships Office to complete the CalState S4 late and you will have to work with your academic department to add the class late. You MUST be enrolled an internships class before CIE can issue you an I-20 with CPT authorization.

Not all departments will allow you to add the internship class after the add/drop deadline

- 3. Course not offered- If your academic department is not offering an Internship Course and the GS Internship course is full or closed, you will not be eligible for CPT during that specific semester/term

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5. Placement at Approved Internship Site- Once your internship site has been registered in CalState S4, you must log into S4 and indicate you have an internship placement at the specific internship site. The internship site will be notified that you have indicated you have a placement at that specific internship site. The internship site MUST acknowledge this via CalStateS4. This step will also allow you to indicate how the internship is related to your major.
6. Internship Offer Letter- you will receive an email from S4 with a link and instructions on how to upload your offer letter to S4. CIE will then receive an email notification which will include your offer letter.
7. Schedule an appointment with CIE: You MUST schedule an appointment with a CIE advisor to process your first CPT application. You must be enrolled full time or have a reduced course load approved and be enrolled in the Internship class before scheduling an appointment. Waitlisted classes do not count towards full time enrollment.
 1. Bring the following documents:
 - Internship Offer Letter
 - Confirmation email stating you have completed the internship placement procedures on CalStateS4
 - Completed “Acknowledgement of Stipulations for Employment through CPT” form.
8. Obtain new CPT I-20: CIE will review your documents and after we have determined that you are eligible for Curricular Practical Training; we will issue you a new I-20 with the CPT authorization

CPT Extension: In order for CIE to extend your CPT, you must complete all required documentation for the semester/term you wish to extend for. You will ONLY be authorized for the break period between semesters/term if you apply before the expiration date of your current CPT and the authorization is for the same company.



International Programs
25800 Carlos Bee Blvd, SF 102
Hayward, CA 94542
Phone: 510 885 2880 Fax 510 885 2787

To: Prospective Employers of International Students on F-1 Visas:

International students on F-1 visas may, before completion of their course of study, be legally employed under a program called Curricular Practical Training (CPT). CPT is defined by the United States Citizenship and Immigration Services (USCIS) as an "alternative 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 CFR 214.2 (f)(10)(i)). Students qualify for the benefit of CPT if the employment is an integral part of the establish curriculum. CPT can be either part-time (during the time school is in session) or full time (during vacations and holidays).

The authorization for CPT comes in the form of an endorsement on the second page of the student's I-20 by a Designated School Official (DSO) of the student's school. This endorsement, along with an I-94, satisfies I-9 requirements (page 31 Department of Justice publication *Handbook for Employers: Instructions for Completing the I-9*). CPT is only valid for the period indicated by the DSO's endorsement.

It is important to note that before the authorization on the I-20 can be done -- and therefore before the student can legally begin any form of employment -- the student **MUST** meet the on- campus requirements related to Internship activities. Information regarding those procedures is available in our office, or at the Cal State East Bay Internships office. Those requirements include the need to have the employer approved for a partnership agreement through CalState S4 and also have a faculty person agree to serve as supervisor for an internship course.

If you have any questions or would like additional information, please do not hesitate to contact me.

Cordially,

Kelly S. Moran, Director
Center for International Education
California State University, East Bay

Acknowledgement of Stipulations for Employment
through Curricular Practical Training

I understand that my employment authorization for Curricular Practicing
Training (CPT) during the (circle one) Fall Spring Summer
_____ Semester/ Term at _____

Internship Site is limited to the terms specified by the authorization on my
I-20 and is based on the continued enrollment and completion of the
following academic internship course _____ 498 or 698

I understand that if I do not continue enrollment in the course, **I must
suspend employment immediately.** Failure to do so is considered
unlawful employment and my SEVIS record will be terminated for that
reason.

Signed: _____

Name (print): _____

Net ID: _____

Date: _____