

## Curricular Practical Training (CPT) Request Form

### CPT I-20 Delivery

#### **IMPORTANT INFORMATION ABOUT BIO'S PROCESSING TIME AND DOCUMENT DELIVERY**

BIO's processing time for [student requests](#) is 5 business days (excluding weekends and holidays). Barring any technical issues, documents will be ready by 1p.m. on the fifth business day. Your request will be delayed if it is incomplete or requires additional follow-up.

Please choose **one** delivery option for your new document. Due to a high volume of student requests, we can offer only one delivery option per request.

☐ **Email**

**Please do not choose this option if you need to apply for a [Social Security Number](#).** The SSA is not accepting print-outs of digital I-20s. Please use the express mail option below to receive an original I-20.

If you need an original, physical I-20 in the future, please submit a replacement document request form to our office at that time (form available here: [https://internationaloffice.berkeley.edu/students/request\\_forms](https://internationaloffice.berkeley.edu/students/request_forms)).

☐ **USPS Airmail**

Free, no tracking number, can take anywhere from 1 to 4 weeks to arrive depending on location.

**Please let us know what your mailing address is (required):**

☐ **Express Mail**

**Enter your order number here (required)\*:**

\*You must purchase your own label using ONLY the method described here:

[http://internationaloffice.berkeley.edu/express\\_mail](http://internationaloffice.berkeley.edu/express_mail)

☐ **Pick up**

Pick up is available starting August 4<sup>th</sup>, 2021. See here for more information on how to schedule a pick up: [bio-pickup-dropoff.youcanbook.me](http://bio-pickup-dropoff.youcanbook.me)

## Curricular Practical Training (CPT) Request Form

**\*All fields** on this form are **required**. Processing is **5 business days**. **DO NOT** begin any employment until CPT has been approved and authorized on your I-20. Beginning or continuing employment without authorization is a serious violation of F-1 status. Expedites **are not available** and we are **unable to back-date** CPT start dates. **INCOMPLETE applications** may cause CPT to be **DENIED** or **DELAYED**.

- Work with your academic adviser to complete Academic Adviser's Recommendation** sections of this form. This **Academic Adviser's Recommendation** of the form **MUST** be completed by:
  - Declared Undergrads**- Major Adviser ONLY
  - Undeclared Undergrads**- Intended Major Adviser
  - Undergrads enrolled in** [Berkeley Global Internships](#) OR [Career Center Independent U.S. Internship](#)- Study Abroad or Career Center
  - Graduate Students**- Faculty Adviser/Graduate Student Affairs Officer
- Enroll** in the appropriate course IN YOUR MAJOR DEPARTMENT in order to receive credit for CPT (*required unless CPT is a degree requirement; see page 3*).
- Print your Cal Central "My Academics" page** and **attach it** to this form if you are receiving course credit.  
The "My Academics" page needs to show both your full name and your enrollment in the appropriate course.
- Provide a Verification Letter from your employer.** Instructions on template, page 3. Applications with a missing verification letter or with mismatching information on the form and letter will be DENIED.
- Submit** the CPT Request Form, proof of enrollment and offer letter to BIO.

### Student Information

First Name:		Family Name:	
Student ID Number:	Phone:	Email:	

### CPT Employment Information

Confirm all information below with CPT Employer. This information should match your verification letter.

Job Title:	Company Name:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
<ul style="list-style-type: none"> <li><b>Fall and Spring CPT</b> dates must start no earlier than first day of semester instruction and end no later than the last day of finals.</li> <li><b>For all other cases</b>, see "CPT by Semester" on page 4. <b>Complete question 4</b> in Academic Adviser's Recommendation Part 2.</li> </ul>		
Requested <b>Start Date*</b> : (*Start date must allow for three business day processing time. Start and end dates must match dates on employment verification letter.)		Requested <b>End Date</b> :
Is your supervisor an F-1 or J-1 student? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Academic Adviser's Recommendation (Part 1)

Undergrads = Major Adviser; Undeclared Undergrads= Intended Major Adviser; Graduates = Faculty Adviser/Graduate Student Affairs Officer

Student's Expected Degree Completion Date:	Has the student advanced to Ph.D. candidacy? <input type="checkbox"/> Yes* <input type="checkbox"/> No * If yes, complete question 3 in Academic Adviser's Recommendation Part 2)
Major: If <b>Undeclared</b> , Intended Major:	Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
Federal Regulations state that we may authorize CPT "that is integral part of an established curriculum". At UC Berkeley, that integrality is defined by the work experience being either 1) a degree requirement for all students in the degree program <u>OR</u> that 2) the student is enrolled in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student's degree program.	
<b>Select ONE of the following to explain how this CPT experience is an integral part of the student's curriculum:</b> <input type="checkbox"/> This internship will fulfill a <b>degree requirement</b> that is listed on the Berkeley International Office website: <a href="https://internationaloffice.berkeley.edu/students/employment/cpt">https://internationaloffice.berkeley.edu/students/employment/cpt</a> <input type="checkbox"/> The student will be receiving <b>course credit</b> in the following course ( <b>course number required</b> ): _____	
<ul style="list-style-type: none"> <li><b>COURSE ENROLLMENT SHOULD BE IN STUDENT'S MAJOR DEPARTMENT.</b> (Exception Undergrads enrolled in <a href="#">Berkeley Global Internships</a> OR <a href="#">Career Center Independent U.S. Summer Internship</a> ) Applications with no explanation of alternate enrollment will be denied.</li> <li><b>IF COURSE ENROLLMENT IS NOT AVAILABLE IN STUDENT'S MAJOR DEPARTMENT-</b> The student's <b>Major or Undeclared Intended Major Adviser</b> must complete this form, and provide additional explanations in <b>the Academic Adviser's Recommendation Part 2</b> on the next page of this form. <b>Question 1)</b> Explain why student is unable to enroll in appropriate course credit within the Major department. <b>Question 2)</b> Explain how the alternate enrollment is directly related to the Major.</li> </ul>	

## Academic Adviser's Recommendation (Part 2)

F-1 visa regulations state that an F-1 student may participate in a "curricular practical training program" that is "an integral part of an established curriculum" and "directly related to the student's major area of study."

**Work with your academic adviser to complete this section. Questions 1 & 2 are required for ALL CPT applicants.**

Undergrads = Major Adviser; Undeclared Undergrads= Intended Major Adviser; Graduates = Faculty Adviser/Graduate Student Affairs Officer

1. **Describe the academic objectives and requirements of the CPT course enrollment or the degree requirement. What academic deliverables or academic work is required to satisfactorily complete the course or degree requirement?** (Advisers may need to consult with student and any participating faculty to determine this information.)

2. **Explain how this CPT experience directly relates to the student's current major area of study.** (Advisers should review student's verification letter for employment information and job description.):

3. **If the student is a PhD Advanced to Candidacy**, please explain how the employment experience is necessary or integral to the completion of the thesis/dissertation. **If the PhD student is requesting full-time CPT in Fall/Spring**, explain why full-time employment is required.

4. **If the student is requesting CPT dates which begin or end outside the dates of the semester of CPT enrollment (examples: extension of Fall CPT, or early start to Spring CPT)**, please explain the academic reason that the practical training experience cannot be completed during the semester of enrollment, and why the additional time is needed.

☐ I confirm that I have reviewed and approve the Curricular Practical Training plan as described in this form, that the work experience is directly related to the student's Major, and is an integral part of the student's degree program.

Adviser's Name:

Adviser's Email:

Adviser's Title:

Department:

Telephone:

Adviser's Signature:

Types of signatures BIO accepts are listed here: [https://internationaloffice.berkeley.edu/students/request\\_forms](https://internationaloffice.berkeley.edu/students/request_forms)

Date:

# F-1 Curricular Practical Training Verification Letter

*Copy ALL TEXT below and print on Employer's Business letterhead. Completed letter must include all text and provide completed answers to 1-12 (13-14 as needed.)*

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*[Date]*

To Berkeley International Office:

This letter is to certify the following F-1 student's participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and the UC Berkeley International Office. The Employer agrees to provide the student an educational work-based learning experience directly related the student's major field of study, fulfilling all or part of the student's degree or internship course enrollment requirement.

1. Student Full Legal Name:
2. Company Name:
3. Company Address:
4. Student's Job Title:
5. Detailed Job Description *including clear descriptions of student's role, responsibilities, and duties. (Please attach an additional page if needed for full job description)*
6. Dates of Employment:
7. Hours per week:
8. Salary (or indicate "unpaid"):
9. Supervisor's Name *(Note: supervisor must not be an F-1 or J-1 student)*:
10. Supervisor's Job Title:
11. Supervisor Email:
12. Supervisor Telephone:

**13-14 required only if Company name or address differ than physical worksite name and address, or if using 3<sup>rd</sup> party or staffing company.**

13. Student's Physical Worksite Name\*:
14. Student's Worksite Address\*

*[Employer Official Signature- handwritten signature]*

*[Employer Official Name]*

*[Employer Official Title]*

## Curricular Practical Training

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. CPT is an academic experience, and is not intended to be used for ongoing employment. See full eligibility criteria here: <https://internationaloffice.berkeley.edu/students/employment/cpt> To obtain CPT, a student must:

- be in valid F-1 immigration status for at least two semesters (except graduate students who must work as a requirement for their degree program)
- secure a job offer related to the student's field of study
- get CPT authorization **before** beginning employment; authorization cannot be back-dated
- be enrolled for classes at UC Berkeley; CPT cannot be used when a graduate student is in "filing fee status"

Advisers at Berkeley International Office grant permission for CPT after establishing the student's eligibility and reviewing the application materials. If CPT is approved, the new I-20 is issued within 5 working days. The new I-20 will reflect the employer's information and authorization dates on page 2. The I-20 should be shown to the employer as evidence of work authorization.

If 12 months or more of *full-time* CPT is used, a student forfeits their Optional Practical Training eligibility (see [http://internationaloffice.berkeley.edu/students/Current/f1\\_opt.php](http://internationaloffice.berkeley.edu/students/Current/f1_opt.php) for more OPT information). Accrual of part-time CPT does not affect eligibility for OPT. However, high usage of even part-time CPT can lead to increased scrutiny and risk when applying for OPT, visa applications, and other DHS benefits like H1-B petitions.

Be sure that you keep all records of your CPT, CPT I-20s, and the related academic work for your CPT.

CPT is not available after a student completes a degree program.

## Types of Curricular Practical Training

### 1) Degree Requirement

CPT may be authorized when an internship is a **requirement** of the degree program (i.e. *all* students in the program must complete the internship to obtain the degree). Authorization can be for full-time or part-time employment, depending on the academic department's requirement. Proof of course enrollment for this type of CPT is not required.

**Eligible Programs:** Very few degree programs at UC Berkeley fit this eligibility category. See the BIO website for programs at UC Berkeley that have been identified as requiring employment to graduate:

[http://internationaloffice.berkeley.edu/students/current/f-1/curricular\\_practical\\_training](http://internationaloffice.berkeley.edu/students/current/f-1/curricular_practical_training)

### 2) Course Credit

CPT may be authorized for students who enroll in a course that *requires* employment to earn a grade, or a course where students design their own research project based on the employment. Enrollment in the course must be concurrent with the employment. Authorization will be granted on a semester-only basis.

**Eligible Courses:** See the BIO website for eligible CPT courses:

[http://internationaloffice.berkeley.edu/students/current/f-1/curricular\\_practical\\_training](http://internationaloffice.berkeley.edu/students/current/f-1/curricular_practical_training)

## CPT by Semester

### Fall and Spring Semester

During Fall and Spring semesters, CPT start dates can be no earlier than the *first day of the semester's instruction, and no later than the last day of finals*. Employment is limited to part-time (20 hrs/week or less) during the Fall and Spring semesters. However, graduate students who have advanced to candidacy are eligible for full-time employment during the semester as long as the employment is integral to the completion of the thesis or dissertation.

### Winter

Students who are working in the Fall term and require their CPT authorization to extend through winter break OR who wish to start their Spring CPT early will need to have a legitimate academic reason for requiring an extension of CPT outside of semester dates.

### Summer

Students can enroll in an eligible course (see above) in any Summer Sessions (A-E) regardless of their internship dates. Authorization can be granted from the day after Spring semester officially ends up to the last day of the Summer (day before fall classes begin), however there are exceptions if Summer is the first or last semester (see below). Full-time (21 hours or more per week) employment is allowed for all continuing students in the summer.

- If summer is the first or final semester of a student's degree program, CPT is limited to 20 hours per week.
- If summer is the final semester, CPT must end no later than the last day of Summer Session.