

**Office of International Programs**

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**F-1 Curricular Practical Training (CPT) Request Form**

Curricular Practical Training (CPT) may be available to F-1 visa students in the form of off-campus employment or training related to the student's field of study. Federal immigration regulations state that a student may participate in CPT that is "an integral part of an established curriculum" **and** "directly related to the student's major area of study." Eligibility requirements and additional information is available on our website at [www.ccsf.edu/international](http://www.ccsf.edu/international) under Current Students → Employment. CPT is **not to be used** for off-campus employment opportunities incidental to study. This form should be completed in its entirety before submission. CPT approvals may take up to **two weeks** to process and **cannot be back dated**. **Incomplete forms will not be processed.**

**Attention Students and Employers:** Please have any letter or offer of employment explicitly state the following: "We agree to cooperate with City College of San Francisco in achieving the curricular purposes of the employment / training and understand that any employment must first be authorized by the school."

**Required Document Check List**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Completed Form | <input type="checkbox"/> Original Job Offer from Employer<br>(including contact information) | <input type="checkbox"/> Proof of Course Registration |
|---|--|---|

**Section 1 – To Be Completed by the Student**

Last Name: _____	First Name: _____
CCSF ID: _____	SEVIS ID: _____
Email: _____	Phone Number: _____

**Section 2 – To Be Completed by Appropriate Faculty Member based on Program or Course  
(Examples include Work Experience Coordinator, Program Coordinator, or Counselor)**

Before completing this form, it is important to understand the federal rules and regulations that govern an international student's ability to work legally off campus. Below you will find regulatory information and guidance. Please review the information before completing this form which continues on the second page of this form:

8 CFR 214.2(f)(10)(i):

*An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.*

Major/Program of Study: \_\_\_\_\_ Level of Study: ☐ Certificate ☐ Associate's

Course Title \_\_\_\_\_ # of Units \_\_\_\_\_ Semester: \_\_\_\_\_

**Select the appropriate box below for the course listed above:**

<input type="checkbox"/> The course is <b>required</b> .	All students in this program <b>must</b> complete an internship or work experience course as a graduation requirement as listed in the CCSF catalogue.
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<input type="checkbox"/> The course is <b>an elective</b> .	The student will earn course credit toward the degree. This course is listed with other degree electives in the CCSF catalogue and confer commensurate credits.
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*Form continued on the following page. Please complete the entire form!*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name & Title: \_\_\_\_\_ Department: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Date Received: _____	Staff: _____
Remarks: _____	