

## CPT REQUEST FORM / CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is an off-campus employment option available to F-1 international students when the training (i.e. internship or employment) is considered an integral part of the established curriculum and directly related to the student's major. "Training" refers to paid or unpaid work/study experience, internships, or cooperative education. CPT requests must adhere to Immigration guidelines.

### STUDENT REQUEST for CPT

Student Name \_\_\_\_\_ CSUN ID \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 CPT Start Date \_\_\_\_\_ CPT End Date \_\_\_\_\_  
 Will be working \_\_\_\_\_ I – 20 hours per week < or > \_\_\_\_\_ More than 20 hours per week

### STUDENT ELIGIBILITY

- Must have maintained full-time enrollment for at least one academic year (2 regular semesters)
  - Exception: If program of study requires working in the field as part of requirements, can begin working in first session of enrollment.
  - Being in F-1 status at a previous school counts toward the one academic year of enrollment.
- Must have an employment/training offer DIRECTLY related to your major area of study
- Must intend to enroll in the next available term

### CPT HOURS and LIMITATIONS

- CPT is approved for a specific employer and a specific time period
- Not permitted to work until I-20 has been issued showing the prospective employer and the work start date
- May not change employers or extend training without prior authorization from International Advisor (DSO)
- Does not affect eligibility for Optional Practical Training (OPT) unless have completed 12 months of full-time CPT

### APPLICATION PROCESS

- Obtain letter from prospective employer stating the following: Expected employment start and end dates, name and location of worksite, name and contact information of supervisor(s), will be working more or less than 20 hours per week? *SEVIS considers less than 20 hrs. 'part-time' and more than 20 hrs. 'full-time' and part or full time must be entered in SEVIS when issuing a CPT I-20.*
- Submit employer offer letter to Admissions, Registration and Clients Service (ARC) in person or by email.
- If approved, a new I-20 with CPT authorization will be issued (allow about a week for processing time)

I-20s cannot be sent via email.

Do you want to pick up your OPT I-20 or have it mailed to your local address? \_\_\_\_\_ Pick Up \_\_\_\_\_ Mailed

If mailed, write the complete, exact address for us to use:

### WHERE TO FIND MORE CPT INFORMATION

- From CSUN, Tseng College, Employment for F-1 Students: <https://tsengcollege.csun.edu/studentinfo/sevis-employment>
- From Study in the States, Employment Information: <https://studyinthestates.dhs.gov/working-in-the-united-states>
- From Study in the States, OPT and CPT: <https://studyinthestates.dhs.gov/training-opportunities-in-the-united-states>
- From USCIS, Practical Training: <https://www.ice.gov/sevis/practical-training>
- From USCIS, About Form I-9: <https://www.uscis.gov/i-9-central/about-form-i-9>