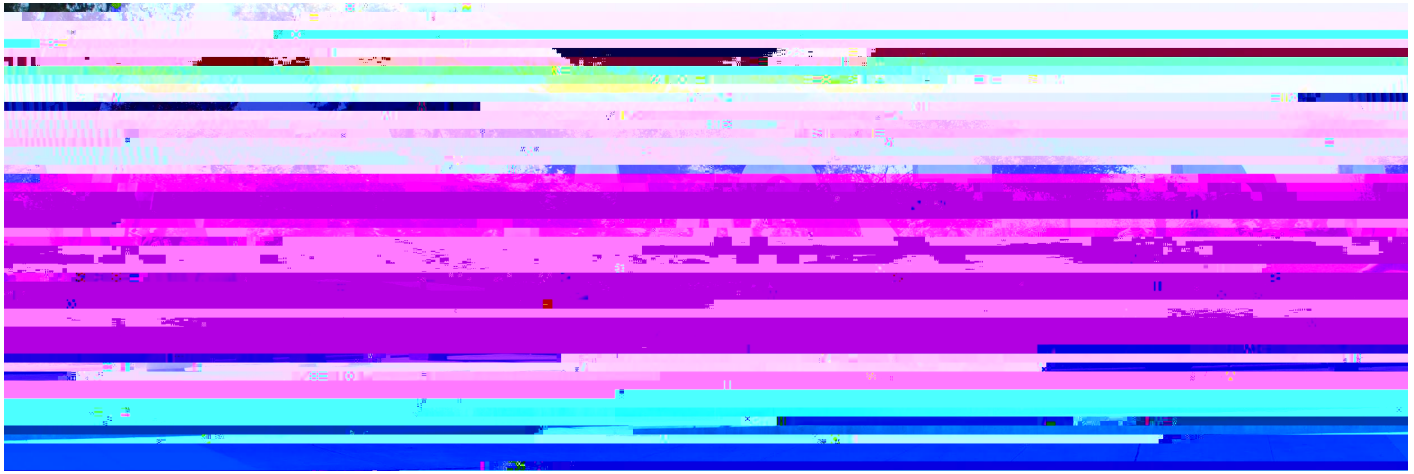
Curricular Practical Training (CPT) Tutorial



Center for International Education

California State University, East Bay

Eligibility

Immigration requirements:

- Must be enrolled full time for one academic year
- Must maintain a full course of study or be on an approved reduced course load for academic reasons
- Must be in good academic standing

Departmental Requirements:

- You are responsible for checking with your major department regarding any requirements such as completed pre-requisite classes, no academic dishonesty reports, etc.
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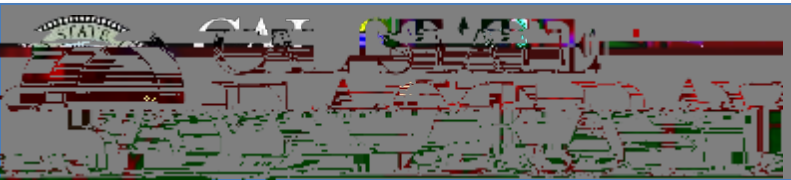


Location/Duration/Limit

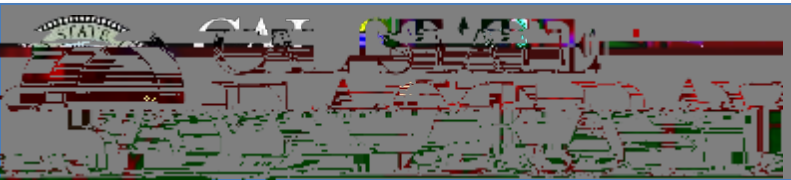
Students may engage in CPT only for the specific company/organization, location, and time period approved and recorded on your CPT I-20 form. CPT is reviewed on a semester-by-semester basis; any training that spans multiple semesters/terms will require separate applications for each semester/term.

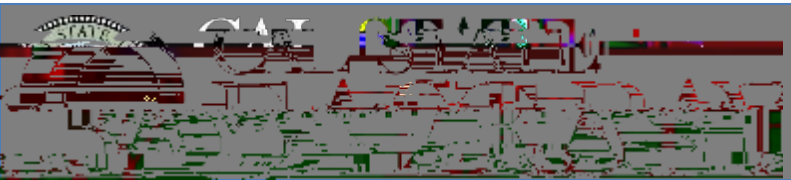
CSUEB will only authorize 3 semesters/terms of CPT during your degree program.

Examples:

Student 1- Spring authorization, Summer authorization, Fall authorization

Student 2- Summer authorization, Spring authorization and Summer authorization

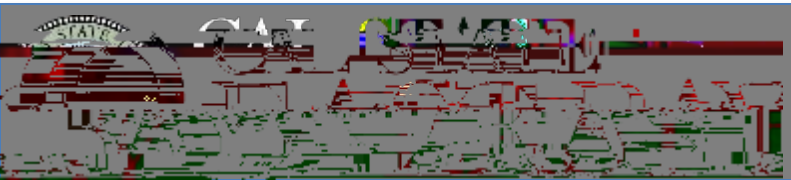




Effect on OPT

Use of part time CPT currently does not impact eligibility for OPT.

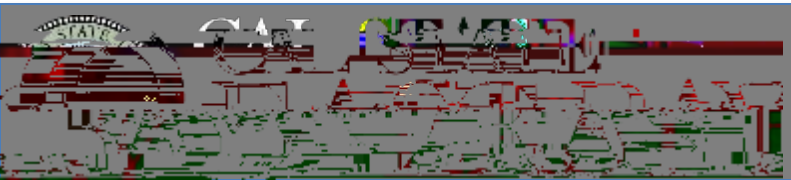
Cumulative use of full time CPT for one year or more at the same degree level eliminates eligibility for OPT. CIE does not permit one year of full time CPT at the same degree level so your CPT will not impact your OPT.



Effect on Full Time Enrollment Requirement

- F-1 students must continue to maintain a full course of study during every Fall and Spring semester, regardless of any CPT opportunities. The Department of Homeland Security considers engaging in a full course of study, physically attending classes, and making normal progress towards degree completion to be the foundation of maintaining a lawful and valid F-1 status.

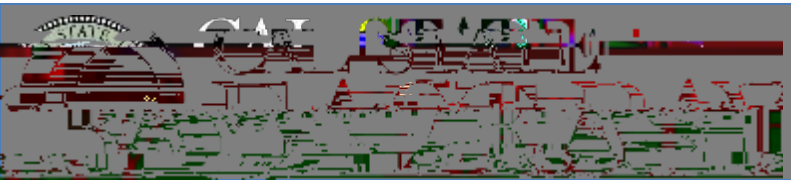
- Please note- students with an approved Final Term Reduced Course Load are eligible to apply for part time CPT.

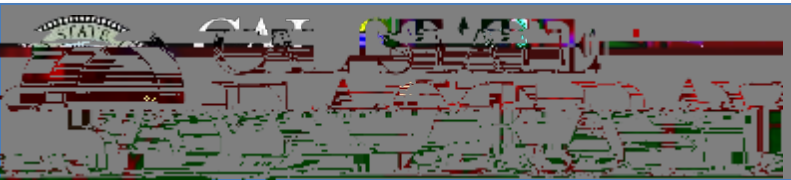


CPT vs. On-Campus Employment

_____allows international students in F-1 status to pursue internships and other off-campus training or employment opportunities before completing their course of study. F-1 students require special authorization such as CPT before engaging in any off-campus employment.

_____ does not require special authorization such as CPT for students in F-1 status. On-campus employment is allowed up to 20 hours/week during the Fall and Spring semesters, and may be full-time during the winter intersession and summer term, as well as during semester breaks.





Eligibility- 1

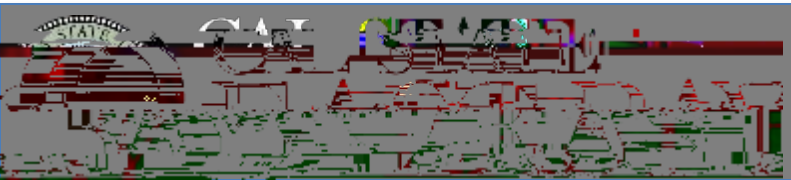
You are currently in lawful F-1 status and have a declared major

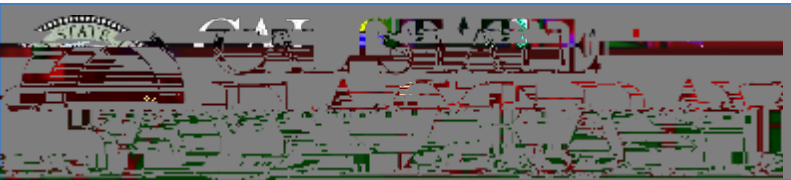
Lawful F-1 Status

You are in lawful F-1 status if you have a valid I-20 and an I-94 record that confirms your immigration category is F-1 and that your admit until date is D/S.

Declared Major

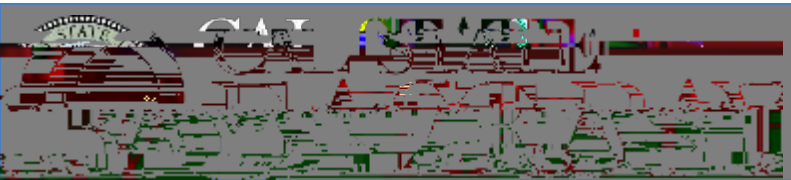
In order to obtain authorization for CPT, the training must be directly related and integral to your major field of study.





Eligibility- 3

You have been enrolled full time for at least one full academic year (2 consecutive semesters) prior to the start date of your CPT



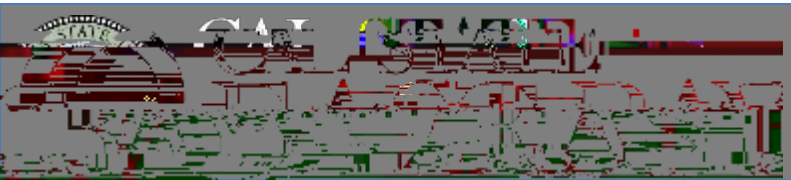
Eligibility- 4

You have obtained an internship offer letter and the activities you will perform during the internship are going to be directly related and integral to an established curriculum in your field of study

Internship Offer

CPT approval is internship or training specific. Your major department or the Internships office are required to verify your internship activities are related to your major.

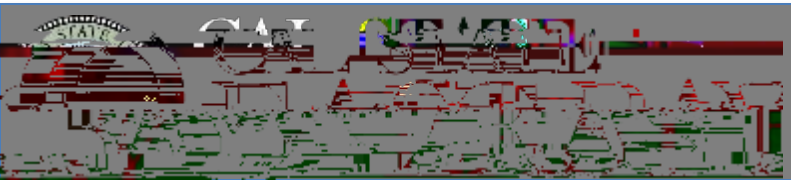
Integral to an established curriculum



Eligibility- 4- Two Exceptions

A graduate student may apply for CPT prior to completing one full academic year of full-time coursework if that student's academic program requires all students in that program to participate in a practical training prior to completing one full academic year of enrollment.

In most cases, F-1 students who have been formally approved by the CIE for reduced course during the first academic year of enrollment are exempt from this requirement.



Eligibility- 6

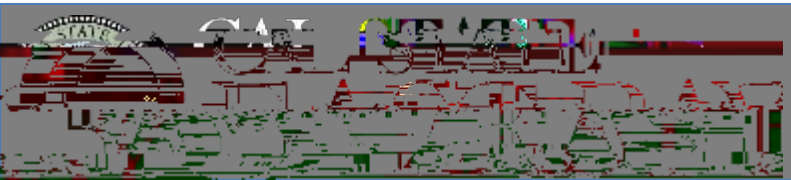
Your internship site has completed the partnership agreement with The Office of Internships at CSUEB

Approved Internship Site

If your internship site is already listed on CalStateS4, your site has already created a partnership with CSUEB.

Request to Initiate Partnership

If your internship site is not listed on CalStateS4, your employer will have to complete the Request to Initiate Partnership process.

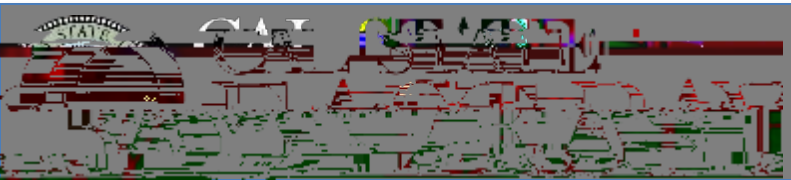


Eligibility- 7

You have completed all CalStateS4 procedures.

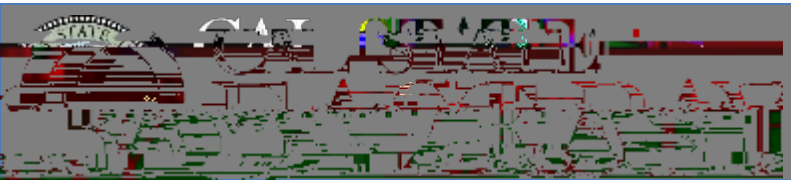
Complete Internship Placement

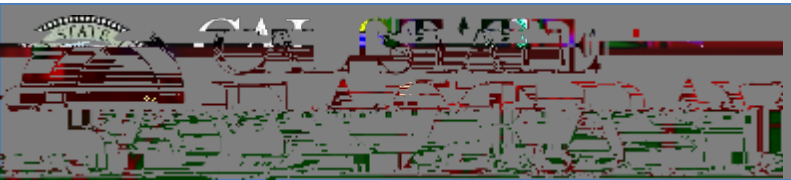
Once your internship is registered in CalStateS4, you will have to complete the Internship Course Intake Form and your “Placement” at the internship via CalStateS4.



Application Procedure

1. Finishing reading this tutorial and review the CPT Handout
2. Obtain an internship offer letter
3. Contact your major department to confirm availability of internship class and departmental procedures
4. Check to see if your internship site is registered in CalStateS4 or you need to request them Initiate a Partnership
5. Confirm your internship site has listed your internship opportunity in CalStateS4
6. Complete Internship Course Intake Form
7. Place in CalStateS4
8. Enroll (full time student and internship class)
9.



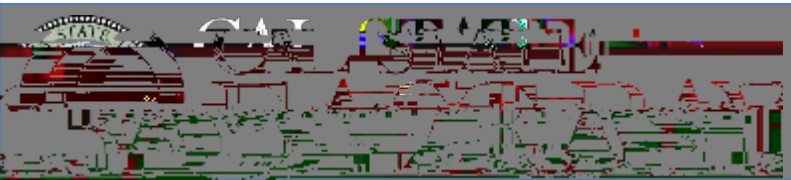


Internship Site Partnership in CalStateS4

Check CalStateS4 for your Internship Site. If it is already listed, you can skip this step!

If your internship site is not listed in CalStateS4, they will need to complete the Request to Initiate Partnership process.

- You are required to complete the Student Internship Site Request Form
  - This will allow CalStateS4 to send a request to your internship site and the faculty of your internship class.
  - The internship site will receive an email with instructions to complete the process
- This process can take from a week to months to complete!
- All questions regarding this process should be directed to internships@csueastbay.edu
- You will receive an email when the site has been approved

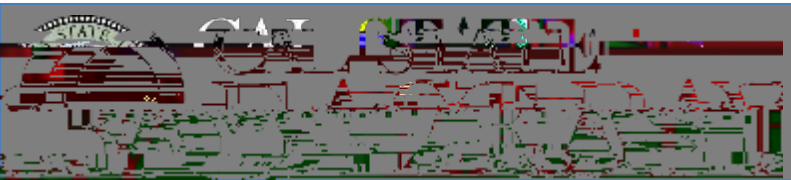


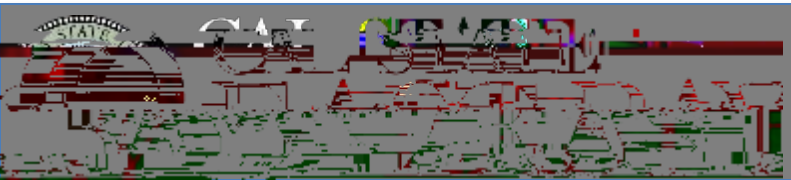
Internship Site Opportunity

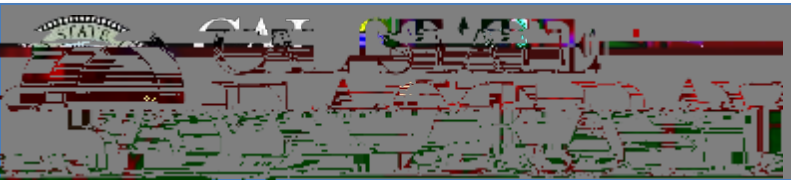
If your site was already partnered in CalStateS4, you will need to confirm the site has listed an "opportunity" that matches your internship.

- If the opportunity that is listed matches your internship, you can move onto the next step
- If there is no opportunity listed or any listed opportunities do not match your internship, your site will need to list an opportunity for you.
  - Your site will need to follow the steps listed under "Submitting Additional Academic Internship Opportunities" on the Internships Sites page.

All questions regarding this process should be directed to internships@csueastbay.edu







Request CPT I-20

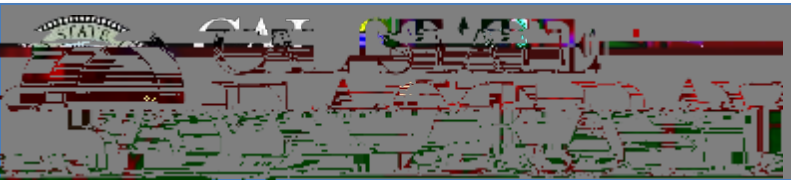
Before you start your internship, you must obtain your CPT I-20 from CIE.

Submit the following to CIE@csueastbay.edu

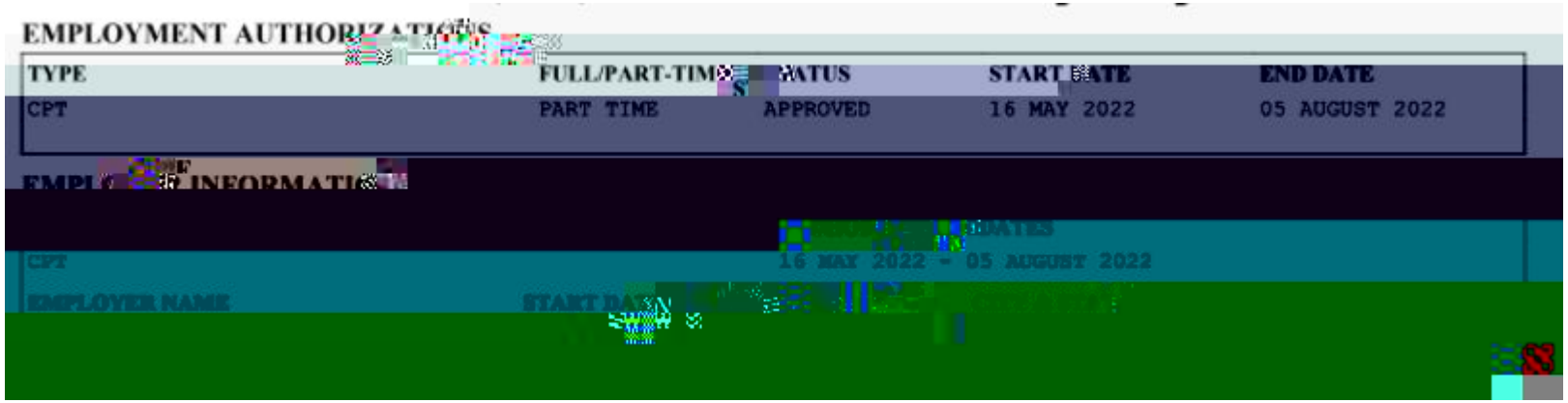
1. CPT I-20 Request Form
2. Copy of your Internship Offer Letter

CIE will not process your request until you have completed all CalStateS4 procedures and are enrolled full time (including the internship class) or have an approved reduced course load on file.

An international student advisor will review your CPT application and issue your CPT I-20 if all requirements are met. Normal processing time is 3-5 business days once completed application has been submitted.

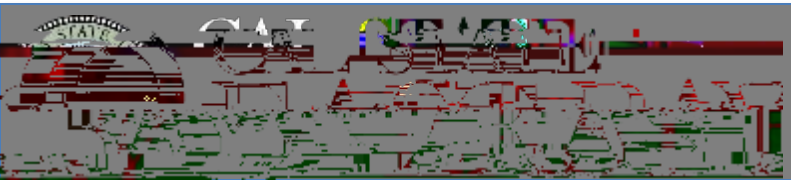


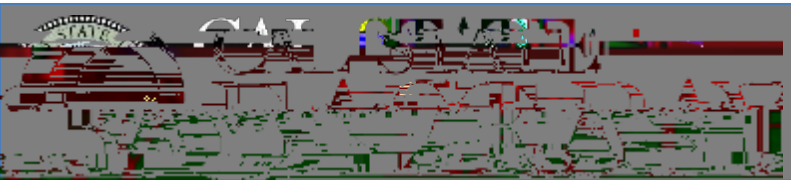
Employment Authorization



Changes to CPT Employment

- If you want to change your internship placement, you will need to obtain permission from your internship class faculty and/or academic department.
- If approved, you will need to
  - Process a new CalStateS4 partnership/internship placement
  - Request CIE to end your current CPT
    - We will require documentation from your internship site showing an end date or indicating you didn't begin your internship
  - Request a new CPT I-20 once you have completed the procedure as online in this tutorial.



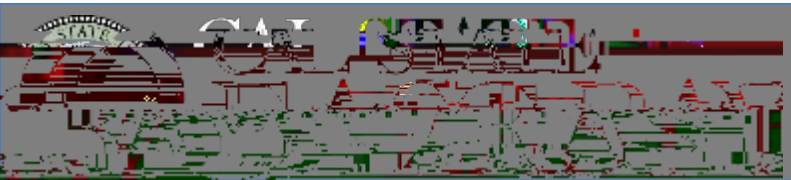


Continuing CPT with same site

If you would like to continue your CPT for the next semester/term, you will need to

- Obtain a new offer letter from your internship site
- Complete the Internship Intake Forms on CalStateS4
- Complete your Placement on CalStateS4
- Submit your CPT I-20 Request form to CPT

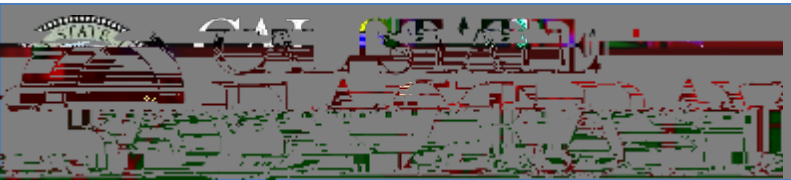
If you complete this process before your current CPT authorization expires, we can authorize the break between semesters/terms so you don't have a gap.



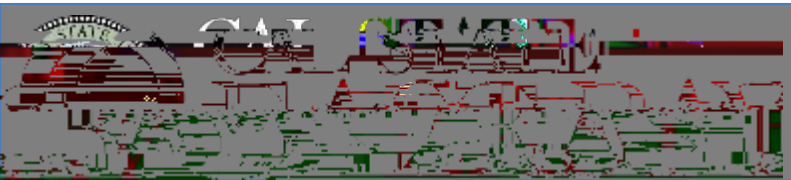
Continuing CPT with different site

If you change internship sites for your next CPT, you will be required to complete the process in entirely as described in this tutorial.

You are not eligible to obtain CPT authorization for the break between semesters/terms. Your CPT authorization date will be the first day of semester.



Links!

CIE

- Email- cie@csueastbay.edu
- CPT Information and link to Handout
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