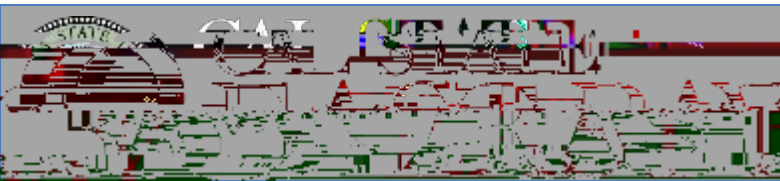


# Internships & Curricular Practical Training (CPT) for International Students

Office of Internships  
Cherie` Randolph  
&

Center for International Education  
Julie Mbreira





# Unsure About Your Path?

WHAT do you want to do and WHY?

Work with people because it is fulfilling?

Work with animals because they don't talk back?

Work with tools because you see the finished product?

Work with computers because they are ever changing?

WHERE do you want to work?

Indoors? Classrooms, offices, labs, workshops

Outdoors? Parks, Fieldwork, Oceans, Mountains

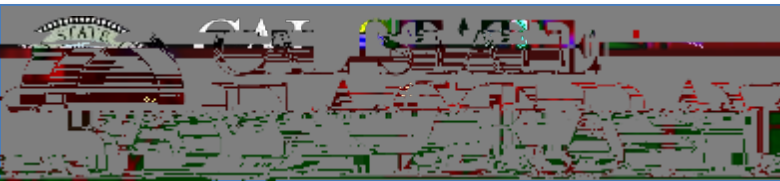
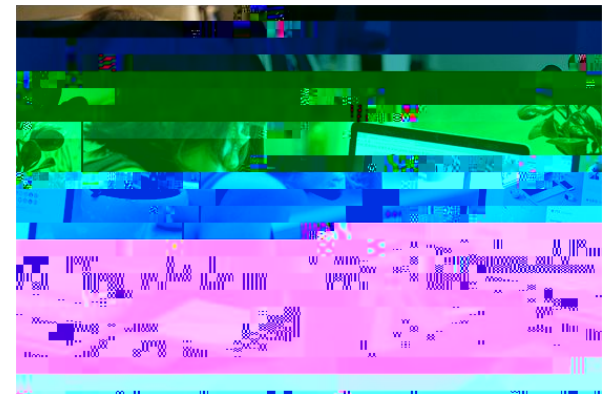
Remote work? Home, Shared workspace/Coffee shop

Travel to multiple places via car or airplane?

With WHOM do you enjoy working?

Team setting, multiple colleagues, collaboration

Individual setting, self-disciplined



# O\*NET (RIASEC)

Interest Profiler  
Job Tasks  
Degrees Req.  
Labor Market  
Income & Wages



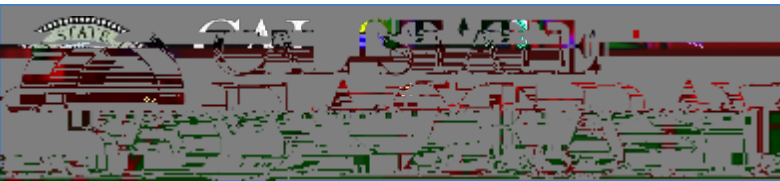
# Ask Someone Else

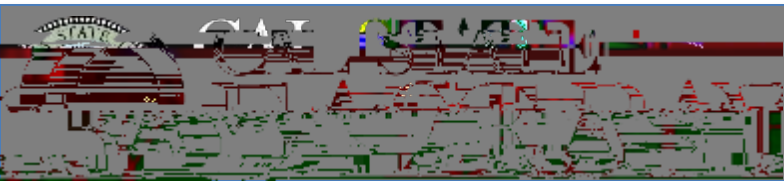
Use Pioneer Alumni Groups

Ask Instructors or Professionals

Informational Interviews - formalized

Connect on LinkedIn / Networking





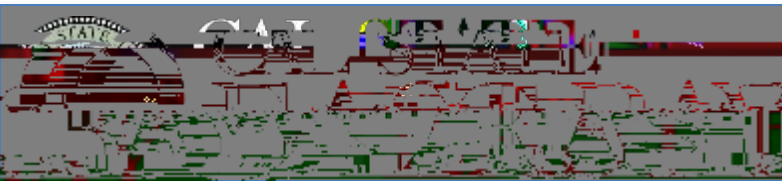


# Creating your Online Presence



## Internship Timelines

:	:	W	<del>August</del> - January
:	Æ	W	<del>February</del> - May



# Academic Internship Process

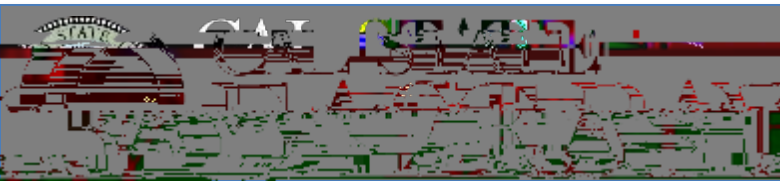
Work with major department/advisor on internship course approval and enrollment

Search and secure an internship – get that offer letter!

Have employer complete the RTIP in Cal State S4, if necessary

Once employer approved, student completes the Cal State S4 placement process (during the next term enrollment)

Complete assignments for internship course and work allotted time at internship site

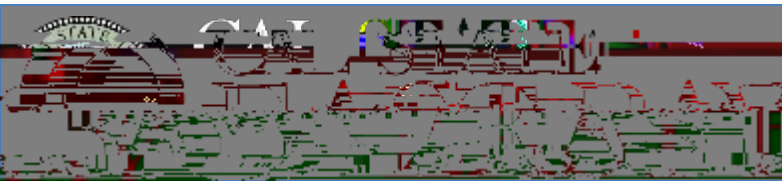






# Employer Approval Process

i





# Tips to Nail it!

Schedule an appointment with your Internship Coordinator.

Have your resume and cover letter reviewed by a Career Counselor

When reviewing potential sites, check for authenticity!

Update your profile and

# Let's Connect!

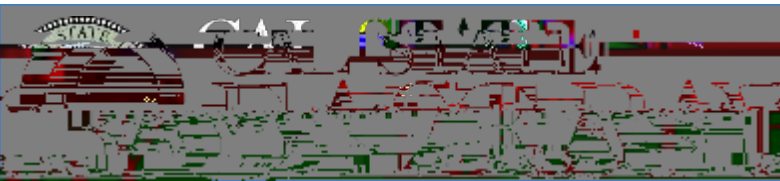


**Cherie` Randolph M.A. Ed.**

**Internships Coordinator**

**Bay Advisor for meeting or internships@csueastbay.edu**

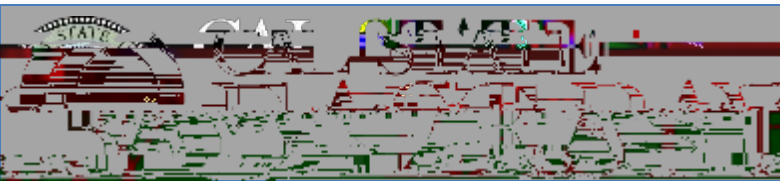
**Academic Advising and Career Education (AAE)**





# Curricular Practical Training

(CPT)





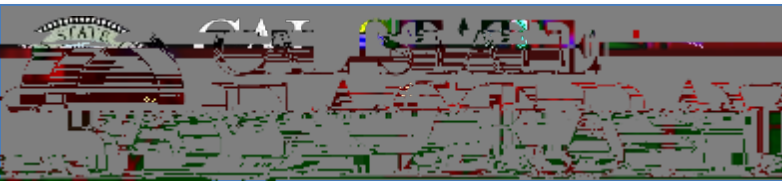
# CPT Eligibility

## Immigration requirements:

- i Must be enrolled full time for one academic year (2 semesters)
- i Must maintain a full course of study or be on an approved reduced course load for academic reasons
- i Must be in good academic standing

## Departmental Requirements:

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



# CPT Location/Duration/Limit

## Location:

Students may engage in CPT only for the specific company/organization, location, and time period approved and recorded on your CPT I-20 form.

## Duration:

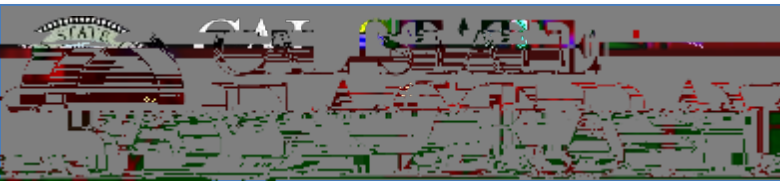
CPT is reviewed on a semester-by-semester basis; any training that spans multiple semesters will require separate applications for each semester.

## Limit:

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

Examples:

- 1- Spring authorization, Summer authorization, Fall authorization
- 2- Summer authorization, Spring authorization and Summer authorization



# Hours per week

## Hours per week:

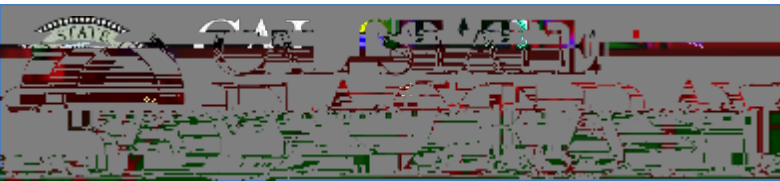
Fall & Spring semesters: Part time (20 hours a week max). **No exceptions!**

Summer Term: May be either full time or part time

If you are continuing your Fall CPT to Spring semester, we will allow full time CPT for the Winter Intersession.

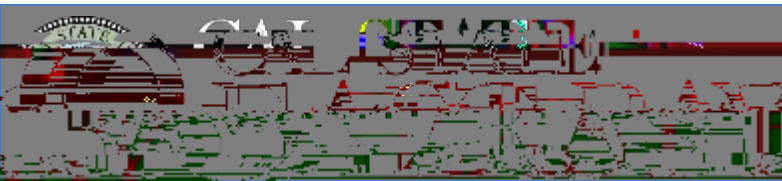
-You do not need to enroll in a class for Winter Intersession

-To be eligible for this, you will need to complete all procedures for Spring semester. We will not authorize Winter session by itself





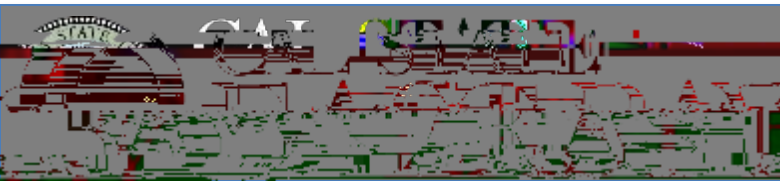
# CPT and Unpaid Internship



# Offer Letter

Your internship offer letter must contain the following but not limited to

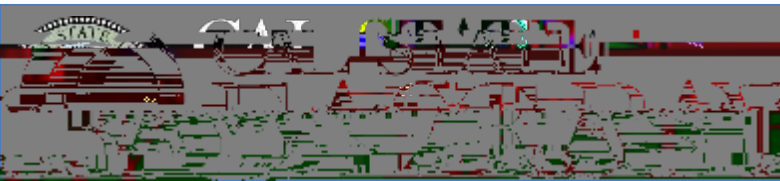
- i On company letterhead
- i Your job title
- i Detailed training description listing your specific duties, tasks, goals, etc
- i Specify the full address where the employment will take place (street, city, state, and zip code)
  - l If the internship is remote, it will need to specify the company address, not your home address.
- i Specify the number of hours per week you will work
- i Specific start and end dates of internships (keep in mind that CPT will only be authorized one term at a time)





# CPT Application Procedure

1. Once you have your placement in CalStateS4, CIE will receive an email confirmation.
2. CIE will confirm you are enrolled in the internship class for the semester you are requesting CPT and are enrolled as a full time student or on approved RCL.
3. Submit the CPT I-20 Request form
  - a. Submit the CPT I-20 Request Form via email to [cie@csueastbay.edu](mailto:cie@csueastbay.edu)
  - b. Submit a copy of your internship offer letter
4. CIE will process your request within 2-3 business days
5. CIE will email you your CPT I-20 to your horizon email

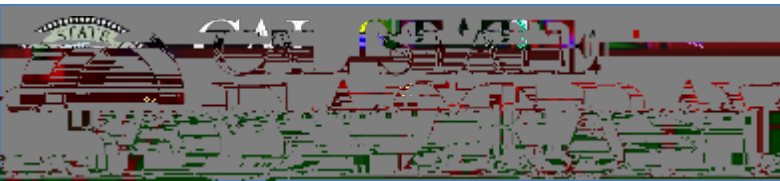
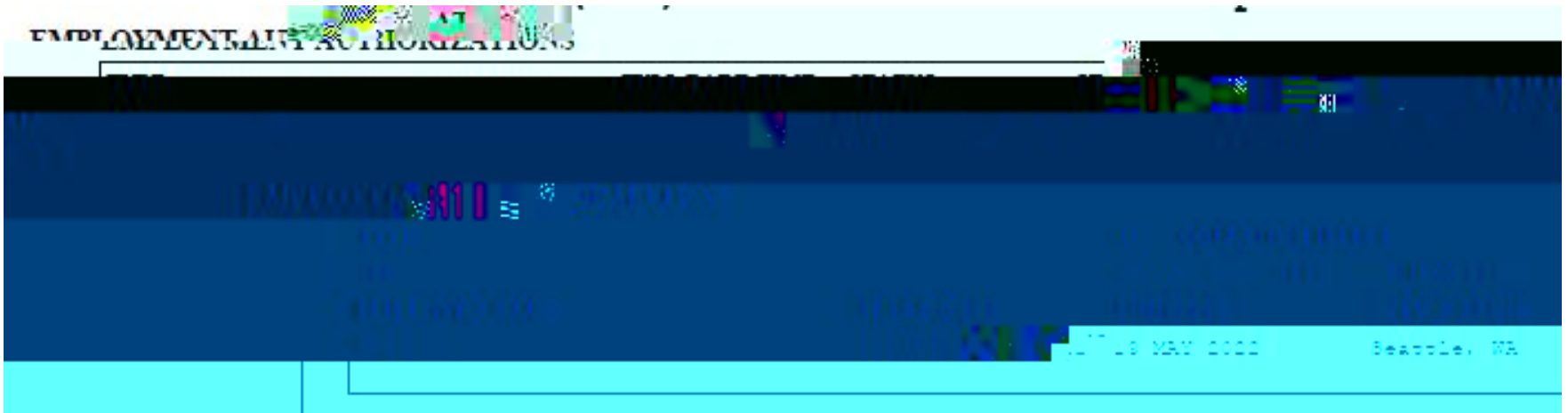


# CPT Authorization

You are only authorized to pursue training at the specific employer, location and time period listed on your CPT I-20.

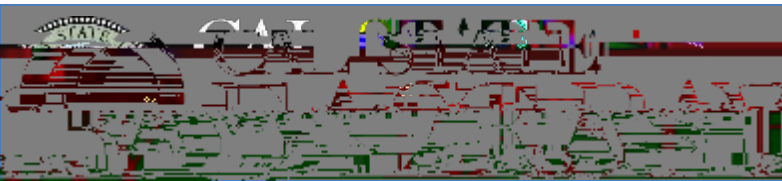
**DO NOT START YOUR INTERNSHIP BEFORE YOU HAVE YOUR I-20**

You must stay enrolled in the Internship Course for the full semester/term and complete all course requirements.



# Changes to CPT Employment

- i If you want to change your internship placement, you will need to obtain permission from your internship class faculty and/or academic department.
- i If approved, you will need to
  - i Process a new CalStateS4 partnership/internship placement
  - i Request CIE to end your current CPT
    - i We will require documentation from your internship site showing an end date or indicating you didn't begin your internship
  - i Request a new CPT I-20 after completing the same procedure
- i If you wish to cancel your CPT entirely, you must request the cancellation before your CPT approval start date.





# Continuing CPT with different site

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

