CURRICULAR PRACTICAL TRAINING (CPT) INFORMATION & REQUIREMENTS

1. To be eligible for CPT, you must have been in F-1 student status for at least one academic year (3 quarters). The three quarter rule does not apply to you if you transferred to UCSB from a school within the United States.

2. During the academic term, you are only eligible for part-time CPT (20 hours/week).

3. During break periods between quarters and during the summer break, you are eligible for full-time CPT (up to 40 hours/week).

4. Throughout your degree program, you are eligible to take part in as much CPT as the curriculum, or your academic department, will permit. However, the CPT authorization cannot go beyond the completion date of your degree program.

5. You can begin your training only after receiving CPT authorization. The authorization cannot be back dated.

APPLICATION PROCESS

1. Meet with your major or academic advisor to determine eligibility to enroll in CPT course and request advisor recommendation letter.

2. Receive internship offer letter from company on official letterhead that meets the following requirements:
   - Name and address of employer (including zip code)
   - Supervisor’s name and title
   - Position offered, including a description of the work
   - Specific employment start and end date (these must match the quarter dates in internship quarter)
   - Hourly or weekly wage
   - Number of hours per week you will work

3. You must submit a letter from your advisor that includes the following information on official UCSB department letterhead:
   - Date, Student name and PERM
   - Description of the class, how the internship is an integral part of the curriculum of that particular class, and how specific job duties relate to the coursework.
   - Explain how the internship will be evaluated (for instance, a presentation, paper, or contribute to dissertation research)
   - Advisor’s contact information, name, and signature

4. Submit CPT request form, offer letter, advisor’s recommendation letter, and a copy of your class schedule from GOLD, at least 3 weeks before start date of internship. If your start date falls within 2 weeks of submission, we will request a new offer letter showing an updated start date.

5. OISS will provide a new I-20 with CPT authorization on page 2. Please review information for accuracy.
CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Curricular Practical Training is an off-campus internship related to your major and a requirement of a specific course. Please visit http://oiss.sa.ucsb.edu/students/currently-enrolled/working-(f-1-students) for additional information. OISS processing time is 2 weeks from the date a completed CPT application is submitted. You may NOT begin your CPT until you receive authorization from OISS.

Family Name ________________________________ First Name ________________________________

PERM # ___________ SEVIS ID ________________ Major __________________________

Employment Information

I am currently employed on campus: ☐ No ☐ Yes, I am working ___ hours/week

The CPT will be:

☐ Full-Time (Over 20 Hours per Week) ☐ Part-Time (20 Hours per Week or less)

Please List Dates of Previous CPT

____________________________________
____________________________________
____________________________________
____________________________________

Please note that you will NOT be allowed to apply for Optional Practical Training (OPT) if you reach 364 days of Full-Time CPT.

Explain the main objectives of your employment and how it relates to your major:

_____________________________________________________________________________
_____________________________________________________________________________

I verify:

☐ My current local address is entered in GOLD
☐ My I-20 reflects the correct major and education level (Bachelor’s, Master’s, Doctorate)
☐ I have read and understand the rules regarding CPT as explained by OISS
☐ I have attached:
  ☐ Letter from employer that meets OISS requirements outlined on back of this form
  ☐ Copy of class schedule showing enrollment in required CPT course
  ☐ Major (Undergraduate) or Academic (Graduate) advisor recommendation form

______________________________ ______________________________
(Student Signature) (Date)

Updated 3/27/19
J:\Front desk counter forms\CPT Request Form