Curricular Practical Training (CPT) Application Instructions

CPT Eligibility
1. Applicant must have completed one academic year in the US
2. Application must be submitted before the end of second week of the semester.
3. Graduates must have at least a 3.0 GPA and undergraduates need at least a 2.0 GPA.
4. Graduate applicants must be in ‘classified student status’ (and have completed any pre-requisites).

CPT Application Process
Application for Curricular Practical Training must be made to an International Student Advisor.

Step 1: Planning
Consult with your Chair, faculty, or Graduate Coordinator about the appropriateness of CPT and to determine what course(s) will be used for Curricular Practical Training. Read these instructions as well as page two of the application form.

Step 2: Find a Position
Find an appropriate position and secure a job offer letter describing your responsibilities with the organization. The Internship Center may be able to assist you in this process of finding a position.

Step 3: Application Form
Complete the enclosed application form after reading the information on page two of the application form.

Step 4: Course Enrollment
Submit your job offer to your Department and request to be enrolled in the appropriate internship or independent study course identified for CPT. In the case of Special Session, registration will be completed through the Internship Center and Continuing Education.

Step 5: Department Recommendation
Ask your Department chair, faculty advisor, or Graduate Coordinator to recommend you for CPT by signing the application form.

Step 6: Planned Educational Leave/Adjunct Enrollment
Undergraduates applying for full-time CPT must request Planned Education Leave (PEL) if not regularly enrolled. Graduates not regularly registered must enroll as Adjunct. This is applicable to fall and spring terms.

Step 7: Submit Application
Submit to the International Students Advisor:
   a. The completed application form
   b. A copy of the job offer letter
   c. Proof of current health insurance that meets CSU requirements for international students

Step 8: CPT Authorization
If all requirements are met, the International Student Advisors will issue a new I-20 granting CPT authorization for the specified semester.

International Student Advising
Office of International Education
Student Services Center 440
California State University, Chico
Chico, California 95929-0680

Phone: 530-898-5415
Fax: 530-898-6889

Updated: 10/25/11
Curricular Practical Training (CPT) Application Form (page 1)

Last Name: ___________________________  Beginning Date of CPT: _________________
First Name: ___________________________  Ending Date of CPT: _________________
Middle Name: _________________________  Hours Per Week: _________________
Chico ID Number: ______________________  Graduate _______  Undergraduate _______
Student’s Mailing Address: ________________________________________________________
Student’s Anticipated Graduation Date: _____________________________________________
CPT Position: ____________________________________________________________________
Company Name: ________________________________________________________________
Company Address: ______________________________________________________________

List below the internship or independent study course in which the student is enrolled.

<table>
<thead>
<tr>
<th>Course Title or Number</th>
<th>Term</th>
<th>Instructor</th>
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By signing below, I certify that: I have read the information regarding CPT regulations on page two of this form and agree to abide by the regulations set forth.

Student Signature: ___________________________  Date: ___________________________

By signing below, I certify that:
1) The student named above has a cumulative GPA of at least 3.0 for a graduate student and at least 2.0 for an undergraduate student.
2) The student is making normal progress towards graduation as compared to departmental averages.
3) The student is enrolled for this semester in the internship or independent study course listed above.
4) I have reviewed the description and responsibilities of the internship/employment position and believe it to be relevant to the student’s major field of study and to be practical training complementary to the student’s major coursework.

Print Name: ___________________________  Signature: ___________________________
Title and Department: _______________  Date: ___________________________

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Definition of CPT:
Curricular Practical Training is defined in the Federal Code of Regulations 8CFR214.2(f)(10)(i) as “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.” The regulations further state that CPT must be “an integral part of an established curriculum.”

Enrollment in Internship/Independent Study Units:
In order to gain authorization for CPT, a student must enroll in an internship or independent study course within his/her major or through the Internship Center and Continuing Education Office. Enrollment is necessary for each term (fall, summer, and spring) in which the student applies for CPT. The student will need to pay the corresponding tuition and fees as appropriate.

CPT Dates:
CPT will be authorized at the most, from the day after the previous term ends, through the term for which you are applying, and until the last day before the new term begins. For example, a CPT application for the Spring semester may be no longer than from the day after the fall semester ends until the day before the summer term begins.

Part-Time CPT:
Part-time CPT (20 hours per week or less) requires that the participant be enrolled as a full-time student during the semester. A minimum of 12 units per term is required for undergraduates and 8-9 units for graduates. Further information on the full-courseload requirement is available from the International Student Advisors.

Full-Time CPT:
Full-time CPT (more than 20 hours per week) allows students to take a maximum of 6 units during the semester. These six units include the internship or independent study units for which the student is registered.

Effects of CPT on OPT Eligibility:
Students who work for 12 months or more of Full-Time CPT are ineligible for OPT. It is therefore the policy of CSU, Chico International Student Advising, unless the student requests otherwise, to authorize no more than 11 months of Full-Time CPT. Any number of days worked within a month, will count as one month. For example, working from September 15 to December 31 will count as four full months. Part-Time CPT has no effect on OPT eligibility.

Authorization to Begin CPT:
A student may begin Curricular Practical Training only after receiving his or her I–20 form with the CPT endorsement on page 3. The endorsement will include the name and address of the Employer, Part-time or Full-time CPT, beginning and end date of CPT. Working off-campus without this endorsement is a violation of F-1 student visa status. CPT is authorized for a specific company. To change companies, a new CPT application must be filed with the International Student Advisors.

Note Regarding CSU, Chico/IBM Partnership for Software Engineering Support at IBM:
The IBM partnership is jointly funded by the University Foundation (and meets other requirements as described in immigration regulations), therefore it may be considered an on-campus position. Accordingly, international students may work up to 20 hours per week during the school term and full-time during school breaks without obtaining special permission or work authorization. All international students who wish to work more than 20 hours per week during the school term must apply for CPT or other work authorization through the International Student Advising Office.