# Curricular Practical Training (CPT) Instructions

## Eligibility

1. **The applicant:**
   1. Must have completed one academic year of study in the United States (including approved study abroad from Chico).
   2. Must be in a full course of study, 12 or 8 units alternatively for undergraduate or graduate students, during the semester for which CPT is being applied.  
      Exception: *(a) Department verified last required units for the major in last term of enrollment.*
   3. May not enroll **only** in a CPT course during their last semester.
   4. Apply for CPT no later than the ADD/DROP period and before the end of the second week of the semester. For summer CPT, apply as soon as possible.
   5. Graduate students must have, at a minimum, a 3.0 cumulative GPA.
   6. Undergraduates must have, at a minimum, a 2.0 cumulative GPA.

## Find a Position:

1. **You need to secure a job offer letter which describes your position in detail so that your department will be able to determine if the job is appropriate for CPT (internship).**

## Application:

2. **Complete the student section of the application prior to requesting department approval.**

## Department Recommendation:

3. **Request that your department chair, faculty advisor, or graduate coordinator recommend you for CPT by signing the application form and identifying the appropriate course. Department verification is required if you are in the last semester of enrollment. This is limited to one semester.**

## Course Registration:

4. **Obtain the internship/independent study course number and title from the faculty member who approved your CPT request. Register and pay for the class, at Regional & Continuing Education or Student Financial Services as appropriate.**

## Authorization:

5. **Submit to an International Student Advisor:**
   - The completed CPT application
   - A copy of the job offer
   - Proof of enrollment in the appropriate course
   - Proof of current health insurance which meets CSU requirements for International Students.

## Employer:

6. **A change of employer must be approved by the major department and the International Student Advisor. A new I-20 must be issued.**
CPT - Curricular Practical Training
Application & Recommendation

To Be Completed by Applicant:

Surname (Last Name)         ID #
Given Name(s)                
Email                       
Phone #                     
Major                        Graduation Date:
I certify that I have read and I understand the CPT regulations on this form.

Student Signature & Date:

CPT Details:

Company Name
Company Address

<table>
<thead>
<tr>
<th>Category</th>
<th>Term</th>
<th>Beginning Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time CPT</td>
<td>Spring</td>
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<tr>
<td></td>
<td>Fall</td>
<td></td>
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<td>Summer</td>
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<td></td>
<td>Intersession</td>
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To Be Completed by the Department:

List the internship or independent study course in which the student will be enrolled:

Course Number and Title | Term | Instructor’s Name |

Department recommendation and attestation:

By signing below, I certify that:
1. The student has at least a cumulative GPA of 3.0 (graduate) or a 2.0 (undergraduate).
2. The student is making normal progress towards graduation.
3. I have reviewed the description and responsibilities of the internship or employment offer and find it to be relevant to the student’s major and to be complementary to the student’s major coursework.

Graduate Student is enrolled in the last course(s) required for his major. | Circle one | YES              NO
Print Name | Signature
Title & Dept. | Date
Telephone | Email

International Students and Scholar Services
Office of International Education, Student Service Center 440
California State University, Chico Phone: 530 898 5415
(5/08/2016)
## Curricular Practical Training (CPT) Guidelines

### Definition of CPT:
Curricular Practical Training (CPT) is defined in the Code of Federal 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 state that CPT must be “an integral part of an established curriculum.”

### CPT Eligibility

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### Internship or Independent Study
To be authorized for CPT, a student must enroll in an internship or independent study course within her/his major or through the Regional and Continuing Education Office. Enrollment and payment of fees is necessary for each term, including summer, during which the student applies for CPT.

### Graduate Students Only
Graduate Students who have completed ALL course work, **except the thesis or final project,** are eligible to apply for and begin post-completion OPT while finishing the thesis or final project.

### Part-Time CPT
A student enrolled in a full-course of study may be authorized for part-time CPT (20 hours or less per week) during the fall or spring semesters.

### Full-Time CPT
During summer, or intersession, a student may be authorized for full-time CPT (20 hours or more a week). A student may enroll in a maximum of 6 units if authorized for full-time CPT.

### Effects of CPT on OPT Eligibility

| CPT Part-Time | None. Part-time CPT does not affect OPT eligibility. The cumulative length of part-time CPT has no relevance to OPT. |
| CPT Full-Time | If a student works for 12 months, she/he loses eligibility for OPT. Note that any part of a month counts for that particular month. |
| Authorization | A student may begin CPT on the date indicated on the I-20 by the International Student Advisor (DSO). You may not to work without the proper authorization. |

International Students and Scholar Services, Student Service Center 440. Phone: 530 898 5415