Curricular Practical Training

Temporary employment authorization for F-1 international students who are currently pursuing a program of study at SJSU and want to gain practical training in their ***major field of study***. CPT may be authorized for:

Paid or unpaid employment.
Granted for internships, service practicums, cooperative education, externships and service learning activities.
CPT employment is considered an academic experience and needs to be integral to the student's major field of study.

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Eligibility Requirements

You must meet **5@@** of the following criteria to be eligible to apply for CPT:

- Currently in F-1 status and pursuing a degree program at SJSU.
- Currently in good academic standing (minimum cumulative GPA of 3.0 for graduate, 2.0 for undergraduate), and making normal progress toward degree completion.
- Enrolled full-time in F-1 status for one academic year. (Please go to the next slide to find the definition for this.)
  - SEVIS transfer students are not eligible for CPT in their first semester at SJSU.
  - Students changing their education level (e.g. bachelors to masters at SJSU) are not eligible for CPT in the first semester of their new degree level at SJSU.
    - SAGE students are the only exception and can begin their CPT in their first semester, as long as they have completed their immigration document check-in and submitted their CPT request forms and documents in a timely manner. Even for these students, summer CPT cannot be authorized sooner than a week after the term start date and within two weeks for fall and spring start dates.
  - Students who attended SJSU full-time in another nonimmigrant status (e.g. H-1B, H-4, L-2) may count one semester or up to one academic year of continuous full-time study prior to changing to F-1 status.
    - To count your first semester in F-1 status, you must have been in F-1 status within 30 days of the semester start date.
- Not enrolled in 1290R.

CPT Information

CPT Information

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We do not allow for changes in employers, once we have approved a CPT request, even if this is before your authorized start date. Therefore, we recommend that you wait to submit the CPT I-20 request until you know that you want to work for the employer you file for CPT.

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We do allow for students to work for a maximum of 2 different employers on CPT in the same semester, but the following rules apply:

1. During the fall or spring semester, the total number of hours to be worked for both employers cannot be more than 20.
2. When you submit the CPT I-20 request, you can state you will be working for 2 employers and upload both offer letters in the request.
3. If we have already authorized your CPT to work for one employer, then we do not allow students to submit a request to work for a 2nd employer, if it will alter the number of hours for the 1st employer.
4. We will not allow for the addition of a 2nd employer after the application period has ended, which are posted on this page.

CPT Information

Academic Department Consideration

Confirm that your Academic Department (AD) offers an internship course, individualized studies course or requires you to complete an internship in order to graduate, and that you are eligible to do an internship.

> If your Academic Department does not offer an internship course, individualized studies course or you are not required to complete an internship in order to graduate, then you are not eligible for CPT. Therefore, you would want to review our [Pre-Completion OPT webpage](#) and

Offer or Employment Letter Requirements

Your CPT request will be either **8Y`UmYX˙cf˙8Yb]YX**˙if your offer or employment letter does not contain all of the following items. *You may need to request a supplemental letter from your employer that includes this information, if it is not in the offer letter:*

1. Must be printed on company's `YhhYf\YUXⱬ˙k\]W\˙]bW˙iXYg˙Ya d`cmYf˙UXXfYgg"

2. Must be dated within the˙`Ugh˙**'˙a c**bh\g˙(of when you are submitting your request in iSpartan)"

3. Include the˙**^cV**˙h]h`Y"

4. Include a˙**^cV˙XYgWf]d**h]**cb**"

5. Include the employment˙**gh**Ufh˙UbX˙YbX˙XUhY"˙(Must fit within semester dates.)

6. Include the **d\mg]WU`UXXfYgg˙k\YfY˙mci˙k]`**`˙**kcf**_˙(street number and name, city, state, postal code,

CPT Process

1. Student submits Curricular Practical Training Request to ISSS.

  a. Submit the [Curricular Practical Training Request](#) in iSpartan.

    i. You are required to upload your offer or employment letter within the request. Please review slide 7 for all of the information that needs to be on this letter.

      1. You may need to request a supplemental letter with this information from the employer, if the information is not on the offer or employment letter.

  b. Academic Department (Major Advisor or Graduate Program Coordinator) information will need to be added into the e-form. Name, title and email address.

    i. Your request will first be routed to your Academic Department for review.

      1. It is at the discretion of your academic department, to approve (or not) your request.

    ii. Once your Academic Department has signed off on your CPT request, you will receive an email that your request has been routed to ISSS for processing.

2. ISSS receives CPT request

  a. Once submitted to ISSS, processing time is 5-7 business days.

  b. Designated School Official (DSO), ISSS Advisor, will review your eligibility for CPT, offer letter and verify your CPT course enrollment.

    i. They will email you directly if they have further questions about your application.

  c. DSO will authorize CPT in your SEVIS record and issue you a new I-20 with the CPT authorization on page 2.
    *DSO will email you the I-20 with CPT authorization on page 2 stating the employer you are authorized to work for as well as the dates of authorization.

CPT Authorization

Once ISSS has approved your CPT request, you will get a new I-20, with CPT authorization on page 2 of the I-20. This will include:

Social Security Number Eligibility

- Once your CPT has been authorized and you have received the new I-20, *if you do not have a Social Security Number, you are eligible to apply for one.*

- ISSS will provide you with a support letter for your SSN application and information on applying, along with the updated I-20 with CPT authorization.

Social Security Number Information

You will then need to:

Bring your job offer or employment letter;
Support letter from ISSS;
I-20 with CPT authorization;
Passport, F-1 visa, I-94 record of arrival, and;
Completed [Social Security application](#) to the local [Social Security Administration](#) office.

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Important Information

1. Once you receive the I-20 with CPT authorization, review the employment details on page 2 to make sure that the information is correct.
   a. Employer Name, address, part-time/full-time, authorized dates of employment, and any remote work remarks.
   b. You cannot work for a different employer or work outside the authorized dates.
2. If you lose your job or quit prior to the authorized CPT end date, then you will need to inform ISSS <u>as soon as possible</u>, so we can amend your CPT end date.
   a. <u>You cannot withdraw from the CPT (internship) course</u>, if you have worked during the authorized period on CPT.
3. If your employer wants you to continue to work for them, then you will need to review the CPT application period and dates for the next semester, then submit a new CPT request in iSpartan.
   a. You cannot continue to work after your CPT authorization end date indicated on your I-20.

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