Curricular Practical Training (CPT)

Topics Covered in Tutorial

Curricular Practical Training (CPT)

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***.

May be authorized for paid or unpaid employment.

Granted for internships, service practicums, cooperative education and service learning activities.

CPT employment is considered an academic experience and needs to be integral to the student's major field of study.

Eligibility

*You must meet **ALL** of the following criteria to be eligible to apply for STEM OPT extension.

1. Currently in F-1 status and pursuing a degree program at SJSU;

2. Have completed at least one academic year as a full-time student in F-1 status;

2a. Time spent studying at SJSU full-time in another visa status prior to F-1, may count towards the above requirement;

Eligibility Continued

3. Be in good academic standing (minimum 3.0 for graduate students and 2.0 for undergraduate students);

4. Not enrolled in 1290R;

5. SEVIS transfer students are not eligible for CPT in their first semester at SJSU.

CPT Information

CPT Information

<u>Interviewing with Multiple Employers?</u>

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

<u>Internships outside of Silicon Valley/San Francisco</u>

Fall and spring semesters - limited to remote only.

Summer semester - can be outside of Silicon Valley/San Francisco

Offer Letter Requirements

Your CPT request will be either **Delayed or Denied** if your offer 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 **letterhead, which includes employer address.**

2. Must be dated within the **last 3 months** (of when you are submitting in iSpartan)**.**

3. Include **job title.**

4. Include **job description.**

5. Include employment **start and end date.** (Must fit within semester dates.)

6. Include **physical address where you will work** (street number and name, city, state, postal code, and suite/building number).

7. Include **number of hours to be worked per week or indicate part-time or full-time.**

   a. Part-Time: 20 hours or less per week.

   b. Full-Time: More than 20 hours per week.

8. Include **employer's signature;** We accept handwritten, digital or DocuSign signatures.

CPT Process

CPT Process

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

Request will be routed to ISSS after your Academic Department reviews and approves the request.
Please note that it is your responsibility to notify your academic/major advisor/graduate program coordinator of the CPT approval request. It will be sent via email to the indicated advisor.

CPT Process

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:

Employer name
Authorization dates

Working beyond the authorized dates or for a different employer that is not listed on your I-20, is a violation of your F-1 visa status.

ISSS does not allow for changes in employers, once we have authorized your CPT, even if this is before your authorized start date.

Social Security Number Eligibility

- Once your CPT has been authorized and you have received the new I-20,

Social Security Number Eligibility

You will then need to:

Bring your job offer letter;
endorsement 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.

Once you have your SSN card, please keep the card in a

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, and authorized dates of employment.
   b. You cannot work for a different employer or work outside the authorized dates.
2.