



University of California, Merced

Curricular Practical Training (CPT) Tutorial for F-1 Visa International Students

International Students & Scholars (ISS)

5200 N. Lake Road, KL 101

Merced, California 95343

(209) 228-4722

<http://iss.ucmerced.edu/>



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What is CPT?

Curricular Practical Training (CPT) is defined by the government to be 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 a school.

CPT must be an integral part of the established curriculum and directly related to your field of study.

Eligibility

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- You have been enrolled and maintained F-1 visa status for one full academic year (Two full consecutive semesters)
- You have not graduated
- You will not be in filing fee status
- Job must be in your major field of study
- Job dates must align with semester dates
- You must have a job offer letter
- You must have approval from your faculty advisor

CPT Application Process

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Secure
Internship

Complete
CPT
Request
Form

Request
Faculty
Adviser
Approval

Register in
appropriate
course

Submit CPT
Request Form, job
offer letter and
proof of
registration to OIA

Begin working
on employment
dates as noted
on new I-20

Full-time or Part-time

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Students can engage in full-time CPT, more than 20 hours per week during vacation periods, i.e. summer semester. During the Fall and Spring semesters, students may only use part-time CPT, less than 20 hours.

There is no limit to the number of times a student may engage in CPT, however, if 12 months or more of full-time CPT is used, a student will not be eligible for OPT.

CPT Request Form

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Complete ALL sections of the CPT Request Form and submit it to OIA at least one week before your CPT employment start date.

- A. Basic Student Information
- B. Employer Information
- C. CPT Information
- D. Obtain Academic/Faculty Advisor Signature

<http://iss.ucmerced.edu/students/current/cpt>

Job Offer Letter

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The employer must provide you with an official job offer letter on their company letterhead. The following information must be included in the letter:

- Employer Name
- Employer Address and location where student will work
- Employer phone number
- Employment start and end date (must align with semester dates)
- Number of hours expected to work each week (Full-time or part time position)
- Position Title
- Position Description
- Name of immediate supervisor
- Statement of how the position is relevant to the student's major field of study (preferred, but not required)

Course Registration

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CPT is curricular and therefore must be integral to your degree. Below are courses that students register in for their CPT internships:

295 Graduate Research

297 Research for PhD Dissertation

299 Directed Independent Study/Research

Please check with your graduate school coordinator to see which course is appropriate for you.

Summer CPT requires registration in at least 1 unit in the full 12 week session – Session D. Students are responsible for summer registration fees.

CPT Authorization

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CPT Authorization →

Employer Name →

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: ██████████ (F-1) NAME: ██████████

EMPLOYMENT AUTHORIZATIONS

| AUTHORIZATION TYPE | FULL/PART-TIME | STATUS | START DATE | END DATE |
|--------------------|----------------|----------|-------------|----------------|
| CPT | FULL TIME | APPROVED | 16 MAY 2016 | 12 AUGUST 2016 |

EMPLOYER INFORMATION

| TYPE | AUTHORIZATION DATES |
|------|------------------------------|
| CPT | 16 MAY 2016 - 12 AUGUST 2016 |

| EMPLOYER NAME | START DATE | END DATE | CITY & STATE |
|-------------------------------------|-------------|----------------|--------------|
| Lawrence Berkeley National Laborato | 16 MAY 2016 | 12 AUGUST 2016 | Berkeley, CA |

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED DROP BELOW FULL COURSE OF STUDY

TRAVEL ENDORSEMENT

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

| Designated School Official | TITLE | SIGNATURE | DATE ISSUED | PLACE ISSUED |
|----------------------------|-------|-----------|-------------|--------------|
| _____ | _____ | X | _____ | _____ |
| _____ | _____ | X | _____ | _____ |
| _____ | _____ | X | _____ | _____ |
| _____ | _____ | X | _____ | _____ |

ICE Form I-20 (3/31/2018) Page 2 of 4

CPT Facts

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CPT is approved for a specific employer, specific place of employment and specific time period. You may not change employers or extend employment period without prior approval with adviser in ISSS.

You must submit CPT Request Form and supporting documents at least one week prior to the start of your CPT employment.

You may not begin employment before obtaining your new I-20 authorizing CPT on the 2nd page.

The employment can be paid or unpaid.

International Students & Scholars Contact

University of California, Merced

Office Hours: Monday - Thursday 9:00am to 4:00pm
Friday - 9:00am to 2:00pm

Office Phone: (209) 228-4722

Website: <http://iss.ucmerced.edu/>

Email: international@ucmerced.edu