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/
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

University of California, Merced

• 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

University of California, Merced

1. Secure Internship
2. Complete CPT Request Form
3. Request Faculty Adviser Approval
4. Register in appropriate course
5. Submit CPT Request Form, job offer letter and proof of registration to OIA
6. Begin working on employment dates as noted on new I-20
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

University of California, Merced

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

University of California, Merced

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

Employer Name

<table>
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<tr>
<th>SEVIS ID:</th>
<th>NAME:</th>
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<tr>
<th>EMPLOYMENT AUTHORIZATIONS</th>
<th>FULL-PART-TIME</th>
<th>STATUS</th>
<th>START DATE</th>
<th>END DATE</th>
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<tr>
<td>CPT</td>
<td>FULL TIME</td>
<td>APPROVED</td>
<td>26 MAY 2016</td>
<td>12 AUGUST 2016</td>
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<th>EMPLOYER INFORMATION</th>
<th>AUTHORIZATION DATES</th>
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<tbody>
<tr>
<td>TYPE</td>
<td>CPT</td>
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<tr>
<td>EMPLOYER NAME</td>
<td>Lawrence Berkeley National Laboratory</td>
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<tr>
<td>START DATE</td>
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<tr>
<td>END DATE</td>
<td>12 AUGUST 2016</td>
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<td>CITY &amp; STATE</td>
<td>Berkeley, CA</td>
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<th>CHANGE OF STATUS/CAP-GAP EXTENSION</th>
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<tr>
<th>AUTHORIZED DROP BELOW FULL COURSE OF STUDY</th>
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<th>TRAVEL ENDORSEMENT</th>
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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 endorsement signature is valid for one year.

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<tr>
<th>Designated School Official</th>
<th>TITLE</th>
<th>SIGNATURE</th>
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<th>PLACE ISSUED</th>
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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