

CURRICULAR PRACTICAL TRAINING

F-1 CPT TUTORIAL

CURRICULAR PRACTICAL TRAINING IS...

alternative work/study, internship, cooperative education, or any other type of **required internship of practicum** that is offered by sponsoring employers through cooperative agreements with a school.

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

ELIGIBILITY

- Been enrolled & maintained F-1 status for one full academic year
(two consecutive semesters)
- Before I-20 program end date
- Not in Filing Fee Status
- Employment must be directly related to major field of study
- Employment offer required to apply
- Approval from faculty advisor required

CPT TYPES

PART-TIME

20 hours or less / week

- Part-time during Fall/Spring semester
- No limit to number of times CPT used

FULL-TIME

more than 20 hours / week

- Permitted during vacation periods
(i.e. summer, winter break)
- May be requested during the semester if advanced to candidacy *(PhD students)*
- If 12+ months of full-time CPT used, you are not eligible for OPT

APPLICATION PROCESS



Secure employment /
internship



Complete CPT Request
Form with faculty /
academic advisor
[https://iss.ucmerced.edu/students/c
urrent/cpt](https://iss.ucmerced.edu/students/current/cpt)



Register in appropriate
course



Submit Request Form,
Employment Verification
Letter & proof of
registration to ISS



Start employment on date
as noted on new I-20



International Students & Scholars
INTERNATIONAL AFFAIRS
University of California Merced

CURRICULAR PRACTICAL TRAINING REQUEST FORM

All fields on this form are required. Processing is 3 business days. Do not begin any employment until CPT has been approved and authorized on your I-20. Beginning or continuing employment without authorization is a violation of F-1 status.

1) **Work with your academic advisor to complete Academic Advisor's Recommendation sections.** The Academic Advisor's Recommendation sections must be completed by:

-Undergraduate Students - Major Advisor / Faculty -Graduate Students - Faculty Advisor

2) **Enroll** in the appropriate course in your major department in order to receive credit for CPT (**required, unless CPT is a degree requirement listed in catalog**).

3) **Provide a Verification Letter from your employer.** Your employer must complete the CPT Template Letter (*on page 3*) and print on their company letterhead.

4) **Submit** this CPT Request Form, proof of enrollment and employment Verification Letter to OIA.

SECTION A: STUDENT INFORMATION

Full Name (First and Last):

Student ID Number: Email:

SECTION B: CPT EMPLOYMENT INFORMATION *This information should match your employment Verification Letter.*

Company Name: Job Title:

Part-Time (20 or less hours/week) Full-Time (more than 20 hours/week)

Fall and Spring CPT dates must start no earlier than first day of semester instruction and end no later than the last day of finals. Employment is limited to part-time during Fall and Spring semesters. Exception: Graduate students who have advanced to candidacy are eligible for full-time employment during the semester as long as employment is integral to completion of thesis/dissertation as approved by faculty advisor.

Requested Start Date: End Date:

CPT REQUEST FORM

Complete & submit to ISS

https://iss.ucmerced.edu/sites/iss.ucmerced.edu/files/page/documents/cpt_request_form_fillable.pdf

Section A: Student Information

Section B: Employment Information

- Company Name
- Job Title
- Part- or Full-Time
- CPT Dates
 - **Start:** no earlier than first day of semester
 - **End:** no later than last day of semester
 - Separate CPT Request Form must be completed to request dates before or after semester

CPT REQUEST FORM

SECTION C: ACADEMIC ADVISOR'S RECOMMENDATION

Student's Major: Level of Study: Bachelor's Master's
Expected Degree: MIST Doctoral
Competition Date:

Has student advanced to Ph.D. candidacy? Yes* No
**If yes, complete question 3 on page 2*

Federal regulations state that we may authorize CPT that is an "integral part of an established curriculum". The employment must be either **1) a degree requirement** for all students in the degree program that is listed in the catalog for the degree program **OR 2) that the student is enrolled in an internship course and receiving course credit** for the work-based learning experience, which is an integral part of the student's degree program.

Select ONE to explain how this CPT experience is an integral part of the student's curriculum.

This internship will fulfill a **degree requirement** (must be listed in the catalog)

The student will receive **course credit*** for the following course: (course # required)

*For students who enroll in a course that requires employment to earn a grade, or a course where student designs their own research project based on the employment. Course enrollment must be in student's major department. Enrollment must be concurrent with the employment.

Section C: Academic Advisor's Recommendation

Graduate Students = Faculty Advisor

Undergraduate Students – Academic Advisor

- Student's Major
- Level of Study
- Degree Completion Date
- Candidacy Status (*PhD*)
- CPT as Integral Part of Curriculum
 - **Degree Requirement:** listed in the catalog as a requirement for all students in that degree program
 - **Course Credit:** if enrolling in course that requires employment to earn a grade, or a course in which student designs their own research project based on employment. Must be in student's major department. Include course #

SECTION C: ACADEMIC ADVISOR'S RECOMMENDATION continued

Questions 1 & 2 are required for all CPT applicants. Answer question 3 if student has advanced to Ph.D. candidacy. Student should work with academic advisor or faculty to complete this section.

1) Describe the academic objectives and requirements of the CPT course enrollment or the degree requirement. What academic deliverables or academic work is required to satisfactorily complete the course or degree requirement? *(Advisors may need to consult with student and participating faculty.)*

2) Explain how this CPT experience directly relates to the student's current major area of study. *(Advisors should review student's employment Verification Letter for employment information and job description.)*

3) If the student is a Ph.D. advanced to candidacy, please explain how the employment experience is necessary or integral to the completion of the thesis/dissertation. If the Ph.D. student is requesting full-time CPT in Fall or Spring semester, explain why full-time employment is required.

ACADEMIC ADVISOR'S SIGNATURE AND CERTIFICATION: Your signature confirms that you have reviewed and approve the Curricular Practical Training plan as described in this form, that the work experience is directly related to the student's major, and is an integral part of the student's degree program.

Advisor Name (print): Advisor Email:
Advisor Title: Department:
Advisor Signature: Date:

CPT REQUEST FORM

Section C: Academic Advisor's Recommendation

- Academic objectives & requirements of CPT course enrollment or degree requirement
- How CPT experience directly relates to major area of study
- If advanced to candidacy:
 - **Why necessary for completion of dissertation**
 - **Why full-time employment required** *(if applicable)*

Academic Advisor's Signature and Certification



International Students & Scholars
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University of California Merced

F-1 CURRICULAR PRACTICAL TRAINING VERIFICATION LETTER

Completed letter must include all text below with completed answers to numbers 1-12 (and 13-14, if applicable), and be printed on employer's company letterhead.

[Date]

To UC Merced Office of International Affairs;

This letter is to certify the following F-1 student's participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and the UC Merced Office of International Affairs. The Employer agrees to provide the student an educational work-based learning experience directly related to the student's major field of study, fulfilling all or part of the student's degree or internship course enrollment requirement.

1. Student's Full Legal Name:
2. Company Name:
3. Company Address:
4. Student's Job Title:
5. Detailed Job Description including clear descriptions of student's role, responsibilities and duties (Please attach an additional page for full job description, if needed)
6. Dates of Employment:
7. Hours per week:
8. Salary (or indicate "unpaid"):
9. Supervisor's Name:
10. Supervisor's Job Title:
11. Supervisor's Email:
12. Supervisor's Telephone:

Numbers 13 and 14 required only if Employer name or address differ from physical worksite name and address, or if using a third party or staffing company.

13. Student's Physical Worksite Name:
14. Student's Physical Worksite Address:

[Employer Official signature - handwritten signature]

[Employer Official Name]
[Employer Official Title]

EMPLOYMENT VERIFICATION LETTER

Template on page 3 of CPT Request Form

https://iss.ucmerced.edu/sites/iss.ucmerced.edu/files/page/documents/cpt_request_form_fillable.pdf

- Must be on company letterhead
- Must include all items listed on page 3 of CPT Request Form

COURSE REGISTRATION

CPT is curricular, it must be integral to your degree

- Must be enrolled full-time during Fall / Spring semester (*at least one unit in CPT-related course*)
- Summer CPT requires registration in at least **ONE unit** for the full 12-week session (*Session D*). Students are responsible for summer registration fees
- Enrollment must be concurrent with employment
- Courses in which students often register:
 - 295 Graduate Research
 - 297 Research for PhD Dissertation
 - 299 Directed Independent Study / Research
- Check with faculty / academic advisor to select appropriate course

CPT AUTHORIZATION

Review CPT I-20 for accuracy

- Page 1
 - Program end date
 - Signatures (DSO & yours)
- Page 2
 - CPT approved dates
 - Employer name & location

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: [REDACTED] (F-1) NAME: [REDACTED]

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		

IMPORTANT POINTS

- CPT is approved for a specific employer, specific place of employment and specific time period
 - You may not change employers or extend employment without prior approval from ISS advisor
- Submit CPT Request Form & supporting documents at least **two weeks** prior to start of CPT employment
- You may **not** begin employment before obtaining new I-20 authorizing CPT on page 2
- Employment can be paid or unpaid

INTERNATIONAL STUDENTS & SCHOLARS

On-Campus (KL-101)

- Tuesday & Wednesday 10:00am-4:00pm
- Friday 10:30-11:30am (COB2-290) & 11:45-2:00pm (KL-101)

Remote / Virtual

- Monday & Thursday
- Friday (Zoom Office Hour) 2:30-3:30pm

llongvejar@ucmerced.edu

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

15 September 2021

UNIVERSITY OF CALIFORNIA
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