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/current/cpt



Register in appropriate course

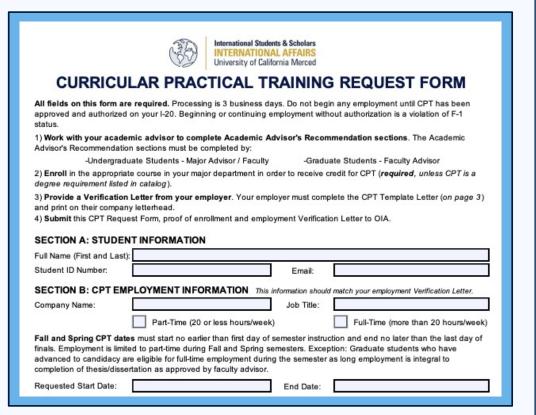


Submit Request Form,
Employment Verification
Letter & proof of
registration to ISS



Start employment on date as noted on new I-20





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: Bachelor's Master's
Expected Degree Competion Date: MIST Doctoral
Has student advanced to Yes* No Ph.D. candidacy? *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 #

	AND CONTRACTOR OF THE PROPERTY
SECTION C: ACADE	IIC ADVISOR'S RECOMMENDATION continued
	ed for all CPT applicants. Answer question 3 if student has advanced to Ph.D. candidacy. academic advisor or faculty to complete this section.
	c objectives and requirements of the CPT course enrollment or the degree requirement. sles or academic work is required to satisfactorily complete the course or degree (Advisors may need to consult with student and participating faculty.):
	experience directly relates to the student's current major area of study. Ident's employment Verification Letter for employment information and job description.):
(Advisors stroute review st	dent's employment verification better for employment information and job description. J.
	. 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
integral to the completion	
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integral to the completion semester, explain why full-	of the thesis/dissertation. If the Ph.D. student is requesting full-time CPT in Fall or Spring time employment is required.
integral to the completion semester, explain why full- man and approve the Curricula	of the thesis/dissertation. If the Ph.D. student is requesting full-time CPT in Fall or Spring time employment is required. "S SIGNATURE AND CERTIFICATION: Your signature confirms that you have reviewed Practical Training plan as described in this form, that the work experience is directly related to
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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



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

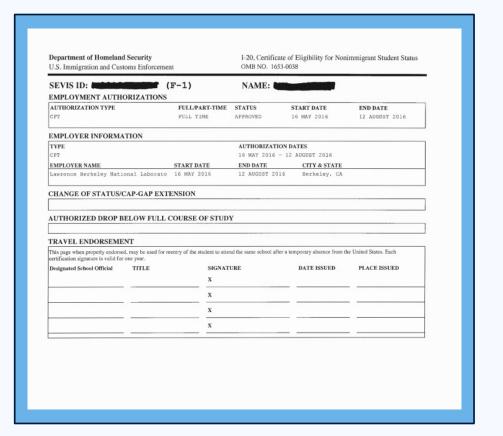
Template on page 3 of CPT Request Form https://iss.ucmerced.edu/sites/iss.ucmerced.edu/files/page/documents/cpt request form fillable.pdf

- 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



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/



