



University of California, Merced

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

International Students & Scholars (ISS)  
<http://iss.ucmerced.edu/>



University of California, Merced

# What is CPT?

Curricular practical training is defined by the government to be 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.

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

# Application Process

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Secure  
internship

Complete  
CPT  
Request  
Form

Request  
faculty  
advisor  
approval

Register in  
appropriate  
course

Submit  
Request Form,  
employment  
letter & proof of  
registration to  
OIA

Start work on  
employment  
dates as noted  
on new I-20

# Full-Time or Part-Time

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**Part-Time – 20 hours or less per week**

**Full-Time – more than 20 hours per week**

During Fall and Spring semesters, only part-time CPT is permitted.

Full-time CPT is permitted during vacation periods (i.e. summer semester).

Full-time CPT may be requested during Fall/Spring semesters if student has advanced to candidacy.

There is no limit to 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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All sections of the CPT Request Form must be completed.

- Section A: Student Information
- Section B: Employment Information

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### 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:

**SECTION C: ACADEMIC ADVISOR'S RECOMMENDATION**

Student's Major:       Level of Study:  Bachelor's       Master's

Expected Degree Completion Date:        MIST       Doctoral

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.

# CPT Request Form

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## Section C: Must be completed by your Academic/Faculty Advisor

- Program information
- CPT as degree requirement vs. course credit
- Academic objectives; how CPT directly relates to major; how necessary to completion of thesis/dissertation (if advanced to candidacy)

### SECTION C: ACADEMIC ADVISOR'S RECOMMENDATION

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

# Employment Letter

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Employer must provide an official job offer letter on company letterhead.

The letter must include all items listed on page 3 of the CPT Request Form. (Page 3 can be used as a template.)



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## 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]



# Course Registration

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CPT is **curricular**; it must be integral to your degree. Below are courses in which students often register for their CPT internships:

- *295 Graduate Research*
  - *297 Research for PhD Dissertation*
  - *299 Directed Independent Study/Research*
- Check with your academic advisor or graduate school coordinator to see which course is appropriate for you.
- Summer CPT requires registration in at least **ONE unit** in the full 12-week session (Session D). Students are responsible for summer registration fees.

# CPT Authorization

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## Page 2 – Form I-20

- Dates of approved CPT
- 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

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

# International Students & Scholars Contact

University of California, Merced

Virtual Office Hours:

Every other Thursday  
@ 11am & 3pm

Website:

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

Email:

[international@ucmerced.edu](mailto:international@ucmerced.edu)  
[llongvejar@ucmerced.edu](mailto:llongvejar@ucmerced.edu)