

CURRICULAR PRACTICAL TRAINING (CPT) For F-1 Students

Curricular Practical Training (CPT) is off-campus employment, internship, or other training experience that is a required or integral part of your curriculum. CPT may be a type of internship or practicum required by your major. CPT is not available for all academic majors. Refer to the USF catalog or consult with your academic advisor regarding internships or practical experience for your degree. Students enrolled in the Intensive English Program (IEP) are not eligible for practical training.

A. GENERAL REQUIREMENTS

- 1) Lawfully enrolled on a full-time basis for one academic year. Exception: Graduate students may begin employment immediately upon the beginning of studies, if required by the academic program.
- 2) Employment must be a program requirement OR be a requirement for a credited course which counts toward your degree requirements (e.g. internship course offered through your academic department).
- 3) Employment must be directly related to your major field of study.
- 4) You must be registered full-time unless it is your final semester of study.
- 5) GPA of at least 2.0 (undergraduate level) or 3.0 (graduate level)

B. TYPES OF CURRICULAR PRACTICAL TRAINING

1) PART-TIME CPT

Employment for 20 hours or less per week is considered part-time CPT. There is no limitation on the length of time you may participate in part-time CPT.

2) FULL-TIME CPT

Employment for more than 20 hours per week is considered full-time CPT. You must be enrolled full-time during the academic semester even while on full-time CPT. Please note that if you participate in full-time CPT for 365 days or more, you will not be eligible for Optional Practical Training (OPT).

C. ACTUAL DATE EMPLOYMENT BEGINS AND ENDS

You may not begin work until the ISSS office has received all your application materials and has authorized your CPT. CPT is authorized once the request has been entered in your Student and

Exchange Visitor Information System (SEVIS) record and a new Form I-20 is issued with the employer information and authorized dates of employment noted on Page 3.

CPT authorization that is based on a course requirement is authorized on a term-by-term basis and may be extended only if the student will be enrolled in a course in the next term that requires off-campus employment, internship, or other training experience. You may not continue employment beyond the date authorized on your Form I-20 unless you apply for and are granted an extension of your CPT.

D. APPLICATION PROCEDURES

Please submit the following documents to the ISSS office. An application for CPT is considered incomplete until all the required information has been submitted to the ISSS office. Additional information about the documents is provided below.

- Evidence of course enrollment; only if it is a course requirement** (i.e., schedule print out or copy of the course drop/add form)
- A Complete CPT Recommendation form** (refer to page 3) with academic advisor signature
- Employer letter** (refer to page 4 for content)

Please note that it takes the ISSS office **5 business days** to process any request, so you and your prospective employer will need to plan your anticipated employment start date accordingly. Also, please note that any missing or incomplete documentation may cause additional delays and that CPT authorization cannot be granted retroactively. Once your request for CPT has been processed, ISSS staff will contact you to pick your new Form I-20 with the CPT authorization.

E. EMPLOYMENT ELIGIBILITY VERIFICATION

When you begin work, you and your employer must complete a form entitled “Employment Eligibility Verification” (Form I-9). The I-9 must be updated each time you receive a renewal of your work permission. You will need to present your CPT I-20 and valid passport to complete the I-9

F. SOCIAL SECURITY AND OTHER TAXES

In general, F-1 students who have been in the United States less than five years are exempt from Social Security and Medicare (F.I.C.A.) taxes. Your earnings are subject to applicable federal, state and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withheld taxes can be refunded.

CPT Advisor Recommendation Form

United States Department of Homeland Security United States Citizenship and Immigration Services

PART I: To be completed by student:

First Name: _____ Last Name: _____
Student ID: _____ Level: _____ Major: _____

Part II: To be completed by advisor:

1. Student is in good academic standing
Yes ____ No ____
2. Student program completion date _____ (Month / Date / Year)
3. Course or degree requirement
 - a. ____ Degree requirement
 - b. ____ Course requirement - Student is registered in a class that will count towards their program
Course number: _____
Course start date and end date: _____ to _____ (Month / Date / Year)
4. Employer information
Employer Name: _____

Employer Address: _____
Physical address the student will be performing employment (if different from the employer address):

Employment date: _____ to _____ (Month / Date / Year)

Job title: _____

Number of work hours per week: More than 20 hours 20 hours or less

Per U.S immigration regulation, I verify that this practical training is an integral part of an established curriculum and directly related to the student's major area of study

Signature of advisor

Title

Print Name

Campus Address/Tel#

Date

SAMPLE LETTER FROM EMPLOYER
(For use with Curricular Practical Training)

*** Please note: Letter should be printed on letterhead that includes the employer's address.**

(Date)

United States Department of Homeland Security
United States Citizenship and Immigration Services

To Whom It May Concern:

This letter is written in support of the application for (**part-time/full-time**¹) Curricular Practical Training of (**name of student**).

(**Name of student**) will be working as a (**student's job title**) at (**name of company**) beginning on (**date employment will begin**²). We expect to continue to employ (**name of student**) through (**date employment is expected to terminate**). (**Name of student**)'s duties will include (**provide a detailed description of the duties**).

(**Name of company**) therefore requests that the application of (**name of student**) for Curricular Practical Training authorization be granted by the University of San Francisco's International Student and Scholar Services (ISSS) office.

Sincerely,

(Name and Title of Employer)
(Name of Company)

¹ Part-time employment is 20 hours or less a week. Full-time employment is anything over 20 hours a week.

² The student cannot legally begin work in the U.S. until the request has been authorized by the ISSS office at the University of San Francisco (USF). Therefore, to allow for processing time, the employment/training start date indicated should be at least six business days from the date the student plans to submit his/her complete request for CPT to the ISSS office.