

Curricular Practical Training (CPT) Guide

CPT is an employment benefit available to F-1 students who meet specific eligibility requirements. CPT allows students to gain practical experience in their field of study before completing their academic program.

Eligibility:

- ☐ Student is currently in valid F-1 status and has been enrolled at least 1 full academic year.
- ☐ Must have a minimum GPA of 2.5 **OR** the internship must be required for graduation by the student's major.
- ☐ The student must enroll in an internship course during the same semester as the internship.
- ☐ The student must maintain full-time enrollment or be approved for a Reduced Course Load (RCL).

Guidelines:

- ☐ Each student is responsible for finding their own internship opportunities.
- ☐ The internship must be in the student's field of study.
- ☐ The internship may not begin before the first day of classes and must end by last day of classes for the semester.
- ☐ The student cannot begin working until CPT has been approved and the CPT I-20 has been issued.
- ☐ The student may work no more than 20 hours per week during Fall and Spring. During the summer semester, CPT may be done full-time if the student does not enroll in any other course.
- ☐ CPT approval is required for both paid and unpaid internships.
- ☐ If you complete 12 months or more of Full-time CPT, you are no longer eligible for OPT.

How to Request CPT:

1. **Find an Internship:** Identify an internship relevant to your field of study.
2. **Meet with an F-1 International Student Advisor:** to review your eligibility and receive the CPT form.
3. **Determine which internship course you will need to enroll in:**
 - If your major does not have a required internship (or fieldwork, practicum, etc.), you will be enrolling in ITRN A100 through the Career Center. Schedule a meeting to learn more about course enrollment. (Career Center is located in Watson Hall, 3rd Floor)
 - If your major requires an internship (e.g. Interior Design, Hotel Management, Fashion), schedule a meeting with the major course instructor. Skip #4 below.
4. **Complete Required Forms for ITRN A100:** Fill out and submit the following forms to the ITRN A100 instructor. (You will receive these forms after the Career Center meeting from #3 above)
 - i. Learning Contract
 - ii. Employer Agreement
5. **Course Enrollment:** Once your internship is approved and you receive the add code, enroll in the required Internship/Work Experience course.
6. **Submit CPT Authorization Request Form:** Submit this completed CPT request form to your F-1 advisor.
7. **Wait for CPT Authorization:** Allow **5-10 business days** to receive your new I-20 with CPT authorization before beginning your internship. If necessary, apply for a Social Security Number (SSN).

Responsibilities:

As an F-1 student on approved CPT, I must:

- Maintain Valid F-1 status & proper enrollment with more than 3 of the minimum 12 units online.
- Work only during the approved CPT dates and not exceed approved number of hours per week.
- Report any changes to internship, including cancelling, ending earlier than scheduled, change of responsibilities.

CPT is subject to final review and approval by the Global Engagement Center. I have read the information above and understand the requirements and consequences related to CPT:

Signature:

Date:

Student Name:

Student ID:



Phone: 714.432.5940
Global Engagement Center
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Costa Mesa, CA 92626
Phone: 714.432.5940
occinternational@ccd.edu

CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION REQUEST FORM

STUDENT INFORMATION

Name: _____ ID: _____
Phone Number: _____ Email: _____

In order to receive authorization, you must have the following section completed by your potential company and the course instructor (if your major requires an internship) or the Faculty Mentor for ITRN A100 (if internship is not required by your major). Submit this completed form and a signed CPT guide to the Global Engagement Center. Do not begin employment or field work until you have received your CPT I-20. (All fields are required).

PROSPECTIVE COMPANY

Thank you for providing a training opportunity for the following international student. International students are subject to restrictions when applying for internship, training and/or any types of employment, paid or unpaid. Please provide the following information so the student may obtain the appropriate authorization. Training for international students is limited to the dates and the company listed on the Form I-20 and the student may not begin the training until authorization has been granted.

Employer's Name: _____

Employer's Address: _____

Job Title and detailed description of duties: _____

Start Date of Training: _____ End Date of Training: _____

Hours per week (not to exceed 20) _____ Will the student receive compensation? ☐ Y ☐ N

Supervisor Name/ Title: _____

Phone: _____ Email: _____ Signature: _____ Date: _____

PROGRAM COORDINATOR

Dear Major Course Instructor/ ITRN A100 Faculty Mentor,

Please verify the following, so the Global Engagement Center may authorize the student to engage in this training.

Internship course (Name & Number): _____ Unit: _____ Semester: _____

I certify that I have reviewed the internship/field work opportunity, location and duties, and the Student Learning Contract and Employer Agreement and determine that this Curricular Practical Training is an integral part of the aforementioned student's curriculum—'curriculum' referring specifically to the requirements of the above indicated course only, as listed in the OCC's catalog (i.e. number of hours required, assignments, communication with faculty adviser, etc), and that the student will be required to do no more than 20 hours per week.

Major Course Instructor/ ITRN A100 Faculty Mentor's Name: _____

Signature: _____ Date: _____