

Curricular Practical Training (CPT) Request

SECTION A. Student Information (TO BE COMPLETED BY STUDENT)	
Surname/Family Name(s):	Given/First Name(s):
UCSC Student ID:	Date of Birth (mm/dd/yy):
<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD	Phone Number:

SECTION B. Employment Information (TO BE COMPLETED BY STUDENT)	
Employer Name:	Job Title:
Supervisor's Name:	Supervisor's Phone Number & Email:
Company Address (Include city and zip code):	
Requested CPT Start Date*:	Requested CPT End Date**:
*No earlier than two weeks prior to first day of quarter **No later than two weeks after last day of quarter	
<input type="checkbox"/> Part Time (≤20 hrs/week)	<input type="checkbox"/> Full Time (>20 hrs/week)

SECTION C. Academic Recommendation: (TO BE COMPLETED BY MAJOR/GRAD. ADVISOR OR SUPERVISING FACULTY)	
Please indicate the basis of the student's CPT eligibility by checking on option below:	
Course Name and Number _____ Quarter/Year _____	
<input type="checkbox"/>	Employment/Internship is a required part of the student's curriculum
<input type="checkbox"/>	Employment/Internship is not required but an integral part of the academic program and qualifies as elective credit to fulfill degree requirements
Please describe the learning outcomes of the internship/employment as related to student's academic program/course:	
If student is a PhD Student, has student advanced to candidacy? No <input type="checkbox"/> Yes <input type="checkbox"/>	

SECTION D. Official Signatures	
Major Advisor/Faculty Advisor Name:	Phone#
Major Advisor/Faculty Advisor Signature:	Date:
Grad Advisor/Coordinator Name (Grad Students Only):	Phone#
Grad Advisor/Coordinator Signature (Grad. Students Only):	Date:

Information Sheet and How to Apply

Curricular Practical Training (CPT) is an opportunity for F-1 international students to participate in professional, temporary employment such as an internship, co-op program, practicum or similar situation (paid/unpaid), which is undertaken prior to the completion of studies. **The training must be either a *required* part OR an *integral* part of the established curriculum and the student must receive *academic credit* for the employment/internship.**

How to Apply

1. Complete Sections A and B of this CPT request form
2. Have your Major/Grad or Supervising Faculty complete and sign Section C
3. Attach a copy of the signed, employment/internship offer letter AND a copy of your course enrollment for the appropriate term(s) from your MyUCSC Student Portal
4. Meet with an ISSS Advisor during walk-in advising to go over forms and turn in.
5. Pick up your new I-20 with CPT authorization at the front desk within 3-5 business days

You must apply for CPT for each quarter, you may not apply for more than one quarter of CPT at a time. If you wish to do CPT during summer, you are required to submit a separate CPT application form for the specific break.

ELIGIBILITY

CPT employment can be either full-time or part-time. However, if 12 months of full-time CPT is used then OPT is no longer permitted at that degree level. Part-time CPT or less than 12 months of full-time CPT will not impact OPT eligibility.

To obtain CPT, a student must:

- Be in valid F-1 status for at a full academic year (9 months), except students whose program is less than one academic year and the work/internship is a requirement for their degree program
- Secure a job offer directly related to their field of study. Job offer letter must include:
 - First and last name of student, Employer's name and address, Job Title, Specific Job duties, Dates of Employment, anticipated working hours per week
- Be registered in full-time courses at UCSC (with the exception of Summer) and in good academic standing; **CPT is not available to graduate students on *Filing Fee Status***

AUTHORIZATION

An ISSS advisor will grant permission for CPT after establishing the student's eligibility and a review of their CPT Application. **Employment may NOT begin** until ISSS has issued the CPT Authorization with the employer's information on page 2 of the student's I-20; work authorization cannot be back-dated. The CPT I-20 is likely to be issued within 3-5 working days and must be presented to the employer as evidence of work authorization.

Fall, Winter, Spring Quarters. Employment is limited to part-time (20 hours or less a week) during the fall, winter, and spring quarters. However, graduate students who have advanced to candidacy are eligible for full-time employment if employment is integral to their degree program and as long as approval has been received from the Graduate Advisor.

Summer. Full-time employment (20 hours or more per week) is allowed for all continuing students in the summer. Students must enroll in the appropriate current or next available Summer Sessions course, <http://summer.ucsc.edu/>. Authorization may be granted as early as two weeks prior to the first day of summer classes and must end no later than two weeks after last day of summer classes.