Curricular Practical Training (CPT) is defined in 8 CFR 214.2 (f) (i) “to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.”

Eligibility Requirements:
An eligible student may request employment authorization for CPT if they meet the following conditions:
1. Is maintaining lawful F-1 status
2. Has been a full-time student for at least one academic year (3 consecutive quarters)
3. Has been offered an internship opportunity that meets one of the following criteria:
   A. Practical training is a required component of student’s degree
      i. If the employment is required this must be documented in the college catalog or other official publications
   B. Student must register for a course that yields academic credit for the internship
      ii. Must be arranged through the Internship Program Office or with your International Programs Advisor
      iii. Beginning and end dates of employment must coincide with the start and end dates of the quarter in which the student is registered

Position can be paid or unpaid. CPT is limited to 20 hours or less per week while school is in session and may be full-time during the annual vacation. Curricular Practical Training that exceeds 20 hours per week constitutes full-time CPT.

Procedures: To receive authorization for CPT on page 3 of your I-20, students must submit the following documents to the International Programs Office:

1. Curricular Practical Training (CPT) Student Application
2. Curricular Practical Training (CPT) Advisor Section
3. Completed Internship Program Office Training Agreement/Learning Objectives Contract
   - Please make an appointment with Katie Fraizer in the Internship Program Office to pick up form
   - Students will submit the original form to the Internship Program Office and a copy to the International Programs Office

Please Note: Processing Time will take 2-3 Days

Restrictions:
1. Students who engage in full-time CPT for twelve months or more prior to graduation will not be eligible for post-completion Optional Practical Training (OPT).
2. Students enrolled in English language training programs are not eligible for CPT.
3. You may NOT begin work until you have received your new I-20 authorizing CPT.
4. CPT authorization is specific to the employer and time listed on page 3 of the I-20. Students must receive authorization prior to engaging with an employer or dates not listed on the I-20.

***Unauthorized employment is a violation of F-1 Regulations. Students that engage in unauthorized employment will be terminated in SEVIS.***

In order to regain legal F-1 status a student would need to re-enter the United States with a new initial I-20. If the student's visa has expired they will need to return to their home country, obtain a new visa, and then re-enter the United States. Violation of unauthorized employment can be very expensive and time consuming. Please help yourself to protect your visa status by not engaging in unauthorized employment!

If you have ANY questions please make an appointment with a DSO in the SSCC International Programs Office
### PERSONAL DATA — Please type or print legibly in black or blue ink.

<table>
<thead>
<tr>
<th>Name: _____________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
</tr>
<tr>
<td>Student ID #: ___________________________</td>
</tr>
<tr>
<td>Home Address: ___________________________</td>
</tr>
<tr>
<td>Street</td>
</tr>
<tr>
<td>Phone Number: ___________________________</td>
</tr>
<tr>
<td>Email Address: ___________________________</td>
</tr>
</tbody>
</table>

### PROGRAM DATA

| Current Degree Level: ___________________________ | Current Major: ___________________________ |
| # of hours of On-Campus Employment: ___________ | Expected Graduation Date: ____________________ |
| Requested CPT Begin Date: ______________________ | Requested CPT End Date: ______________________ |
| □ Part-Time CPT (Less than 20 hours per week) | □ Full-Time CPT (More than 20 hours per week) |

Have you been approved for CPT before? □ Yes □ No

### CPT APPLICATION CHECK LIST

All listed items need to be submitted to the SSCC IP Office in order for a DSO to review your eligibility:

- Completed CPT Student Application
- Completed CPT Advisor Section
- Completed Internship Program Office Training Agreement/Learning Objectives Contract

### Please Note:
- You may NOT begin work until you have received your new I-20 authorizing CPT
- CPT authorization is specific to the employer and time listed on page 3 of the I-20. Students must receive authorization prior to engaging with an employer or dates not listed on the I-20.

I have fully completed the above information and understand the regulations regarding this process:

If I have any questions, I will consult a DSO in the International Programs Office

Signature: ___________________________________________ Date: __________________
Curricular Practical Training (CPT) Advisor Section

STUDENT DATA
Name: __________________________________________ Student ID #: ___________________

Family Name        First Name

To Be Completed by SSCC Academic Advisor or Internship Coordinator

According to [8 CFR 214.2(f)(10(i)] “An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum.” The IP Office must certify to SEVIS that the authorized employment is “directly related to the student’s major area of study.”

Please review the student’s program of study and proposed employment. Check all that apply:

☐ Employment is required for the student’s degree
   Note: If the employment is required this must be documented in the college catalog or other official publications

☐ The student will register for a course that is directly related to the employment
   Course Item Number:_________________ Course Name: ____________________________
   Number of Credits:_________________ Quarter:_________________
   Note: Student must be registered for the course listed above prior to the period of authorized CPT.

Is this employment an integral part of the degree program and related to the major area of study?
☐ Yes  ☐ No

ADVISOR INFORMATION

Advisor/Internship Coordinator Name: ______________________________ Department:________

Email: __________________________________________ Extension: _________________________

Advisor/Internship Coordinator Signature:_________________________ Date:_____________