

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>. All students should consult an ISSS Advisor to determine eligibility and dates.