Curricular Practical Training (CPT)

Internship Authorization for F-1 International Students
What Qualifies for CPT?

• The work experience is an *integral part of your degree program*.

• Required internship or practicum and/or a enrollment in a course you receive credit for.

• Internship must be related to your field of study.

• Employment is off-campus, in the U.S.
Eligibility for CPT

• Completion of one academic year of *continuous* full-time enrollment. (3 quarters = 1 year)
• Must be in good standing with immigration when applying and while on CPT.
• Must enroll as a full-time student, with the exception of summer quarter.
• Obtain all *approvals*. 
How much CPT may I use?

• Regulations do not limit the amount of CPT used, however, *accumulating 12 months or more of full-time CPT* makes you ineligible to apply for OPT.

• Part-time CPT does not count against eligibility for OPT.

• Generally, CPT is authorized on a part-time basis during the academic year. *Part time = 20 hours or less.*

• The number of internships you may have depends on your program specifications. **Check with your department** for details regarding maximum units and/or enrollment for the internship course.
Unpaid Internships?

- Position must truly be voluntary.
- CPT is recommended for unpaid internships.
- Monetary compensation is not the only consideration; you may not accept food, clothing, gas/mileage funds, etc. if you are not authorized for employment.
- Consider the possibility of a stipend, gift, or future employment opportunity.
- **When in doubt, ask!**
How do I apply for CPT?

STEP 1:
Obtain an internship offer letter from your prospective employer on company letterhead, specifying:

— Your job title & responsibilities
— Whether the position is part-time or full-time (Full-time is over 20 hours/week.)
— Dates of the internship

Note: This letter will need to be scanned.
How do I apply for CPT?

STEP 2:

(All graduate students except MBA students):

Request a letter of recommendation from your major professor. The letter should be on departmental letterhead and explain how the internship is directly related to your coursework and/or research for your major/thesis.

Note: This letter will need to be scanned.
How do I apply for CPT?

STEP 3:
Enroll in the appropriate internship course and/or units. If you are not sure which course or units to enroll in, you should check with your academic department.

You may submit your application prior to enrolling in an internship course (ie. registration has not opened yet) however, your application will not be processed until the ISRC can verify your enrollment.

You must enroll in the internship course during the quarter(s) you are completing the internship. Exception: MBA students may enroll in the fall Fieldwork in Management course and complete their internship in the prior summer term.

Enter your Student ID:

Enter PERM PIN:

Enter BIRTH DATE (MMDDYY):

Submit

Parents, Guardians or other users authorized to use GROWL to access student records click here.

GROWL login

UCR International Student Resource Center

ADDRESS: University Village, Suite 204 | HOURS: Mon. – Fri. (8 a.m. – 5 p.m.) | PHONE: (951) 827-4113

internationalcenter.ucr.edu
How do I apply for CPT?

STEP 4:

Log on to the My Forms system at myforms.ucr.edu using your net ID and password.

Complete the Curricular Practical Training form via the My Forms system.
Note: Dates should not overlap with the previous or next term if your CPT authorization is for one quarter only. Internships that span multiple quarters may be approved at once by your department and the Grad Division (if a graduate student) but your authorization will granted on a quarterly basis pending proof of internship course enrollment.

Physical address of where your employment takes place, not corporate address.
My Forms CPT Application

**Funding Status (For Grads only)**

- I have a fellowship from UCR
- I have a teaching assistantship from UCR
- I have a research assistantship from UCR
- I do not have funding

**Full-Time or Part-Time CPT**

- Full-Time CPT (20 hours or more)
- Part-Time CPT (Less than 20 hours)

Graduate students must complete this area. The Graduate Division will confirm the information.

Note: The Graduate Division allows for 50% employment during the academic year. Those students on CPT during the academic year are typically responsible for their own fees.

Undergraduate students and graduate students who have not yet advanced to candidacy are typically only eligible for part-time CPT during fall, winter and spring quarters.
Application Submission

After completing all information, upload your offer letter and major professor recommendation letter (if applicable). Read and click the attestation and submit your form.

Offer Letter (Required: This letter should contain the details of your appointment, including the exact start date and end date of your internship.)

Browse...

Major Professor Letter (Required for graduate students whose program does not require an internship for graduation: Learn More)

Browse...

I will enroll in the following internship class [ ] during the [ ]

[ ] I understand that I may not begin my internship until my application has been approved, I receive my new I-20, and my CPT authorization begins. I understand I must complete my internship by the date specified on my I-20.
Approval Process

- Applications submitted via My Forms will automatically route to the appropriate individuals for approval. You will receive an email notification when the application has moved from one party to the next. You may also view the form’s current location by clicking on “MY FORMS” in the My Forms menu.

- The Graduate Division allows students to work up to 50%. If you are a graduate student working on campus, please be aware that we cannot process your CPT application without the Dean of the Graduate Division’s approval. The form will automatically route to the Graduate Division after being approved by your Graduate Advisor.

- Undergraduate applications will route to your Academic Advisor and then the ISRC.

- An advisor will review your application and authorize your CPT if qualified. Please be prepared for 2 weeks of processing.

- You will receive an email to pick up your CPT I-20 once it has been issued. The CPT authorization is noted on page 2.
Social Security Number

• If this is your first time working in the U.S., you will also need to apply for a Social Security Number in order to receive compensation.

• Visit local Social Security Administration office with
  – Your passport (passport, visa, admission stamp)
  – I-94 card or print-out
  – CPT I-20

• You will receive a receipt and the original card will be mailed.
CPT Frequently Asked Questions

**Can I begin working while I am waiting for approval?**

- No. You must be approved for CPT and have your CPT I-20 (indicating dates of authorization) before you begin your internship.
- We cannot back-date your authorization dates, so make sure to apply in a timely manner. It is best to allow at least 2 weeks for processing.

**May I change my employer, authorization dates, part-time/full-time status?**

- No. You may only work for the employer listed for the specified dates and status once the CPT has been authorized.
- Any changes require a new CPT application, approvals and new CPT I-20.
Frequently Asked Questions (Cont.)

What do I need to do to renew my CPT?

• If you wish to continue your internship, you must submit a new application via My Forms. **You cannot continue working without authorization.**

• If you have already been approved for a multi-quarter internship, contact the ISRC once you are registered for internship units for the upcoming term. Your I-20 is not automatically updated. **CPT must be authorized each quarter.**

Can I do CPT while I am on Filing Fee Status?

• No, as you must be enrolled in internship units.

• If you are on Filing Fee for spring, you would not be eligible for CPT for the summer.
Important Reminders

• PLAN AHEAD! Timing is not only important for the application process, but also for paying your student fees.

• Make sure to complete all requirements for your internship course to remain in status.

• If your internship is in another location, make sure to update your address with both the ISRC and the university when you move and when you return. Also make sure your employer has your current address to ensure you receive your W-2 forms. You will need to complete the appropriate tax forms.
Important Reminders (Cont.)

• Keep your ORIGINAL I-20 forms. You should provide a copy to your employer, but you must keep the original. This is only documentation that shows your employment authorization. Always use your most current I-20 form, but keep all originals safe for future reference. You will use this I-20 for all official purposes until a new one is issued.

• CPT → OPT Transition: If your employer wishes to hire you in a permanent position, make sure you apply for OPT in a timely manner. OPT applications may take up to 90 days for processing by USCIS.
Resources

**CPT Process/Immigration Concerns**

• Schedule an appointment! 951.827.4113
• Email your questions! internationalcenter@ucr.edu

**Internship Enrollment**

• Academic Advisor or Graduate Student Affairs Officer

**Finding an Internship/Employment Tips**

• UCR Career Center!
• Academic Department
Social Security Administration

www.ssa.gov

Prospective Employer Concerns/Questions:
What Employers Should Know about Hiring International Students
I-9 Resource for Employers
Thank you for attending our workshop!