

F-1 Curricular Practical Training (CPT) Workshop

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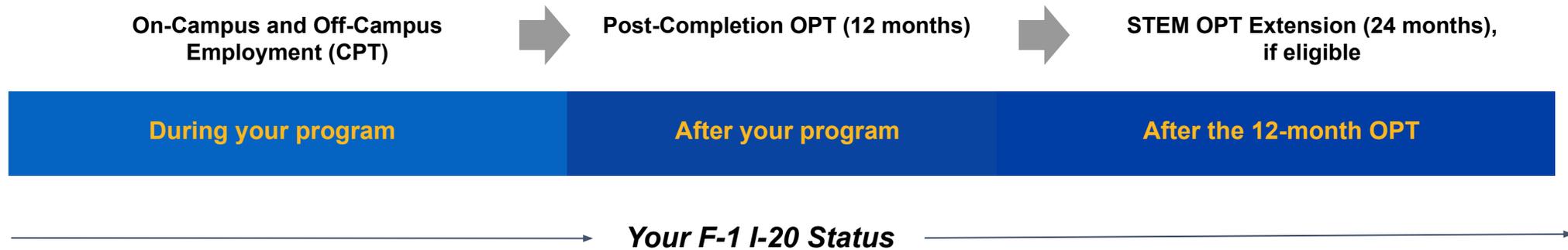


F-1 Employment Overview & Options

During your program at UCR	After you complete your UCR program
<ul style="list-style-type: none">● On-Campus Employment● Off-Campus Employment<ul style="list-style-type: none">○ Curricular Practical Training (CPT) authorization	<ul style="list-style-type: none">● 12-month Post-Completion Optional Practical Training (OPT)● 24-month STEM Optional Practical Training (OPT) Extension<ul style="list-style-type: none">○ Only after the 12-month Post-Completion OPT

In order to legally work in the U.S., you will need to make sure you have proper work authorization BEFORE working.

Types of F-1 Employment Options





On-Campus Employment

On-Campus Employment

Basic Information

- Employment on campus at UCR
- The on-campus position does NOT have to be related to your degree

Do I need to apply for prior work permission from ISS to work on-campus?

- Do **NOT** need to receive prior permission or F-1 work authorization from ISS office

Do I need to apply for an Social Security Number (SSN)?

- Student will need to apply for an SSN at a Social Security Administration office for any paid on-campus positions

On-Campus Employment

Working Hours

- **During Academic Term:** limited to part-time (20 hrs or less per week)
- **During Summer Break:** may do part-time or full-time (more than 20 hrs per week)

What is the last possible date to participate in on-campus employment?

- On-campus employment authorization ends at the I-20 end date or at the end of your program at UCR (whichever comes sooner)
 - After your program ends, you will need to be authorized through OPT

Where to Look for On-Campus Jobs

UCR Handshake

UCR Handshake is a platform where you start your job search. It is a portal for employers who are interested in recruiting UCR students to post jobs, internship and other opportunities.



Off-Campus Curricular Practical Training

Curricular Practical Training (CPT)

Basic Information

- CPT is a temporary off-campus F-1 work authorization issued by UCR ISS office during the program of study
- CPT allows students to gain practical training experience in their field of study
- CPT positions **MUST** be related to your major field of study
- CPT positions may include: Paid, Unpaid, or Volunteer
- Must be concurrently enrolled in an internship course

Do I need the CPT authorization *before* working off-campus?

- **Yes!** You **MUST** receive F-1 CPT work authorization through UCR ISS office **prior** to starting your internship/work.

CPT Eligibility



Students must fulfill ALL criteria below to be eligible for CPT:

Must be in valid F-1 status at UCR

- Must be enrolled in full-time units at UCR
 - (Grad Students Only) Students that are on filing fee status are not eligible for CPT
 - Generally, If you have an **approved (non-medical) Reduced Course Load (RCL)** for a specific academic term, your enrollment in that term is considered to be full-time for the purposes of this CPT requirement. If it is your final quarter, you should generally be enrolled in other courses in addition to the internship course.
- Must have completed one full academic year
 - Students who were issued a Transfer-Pending I-20 from UCR, may count their previously academic enrollment
 - Transfer student must have an I-20 with the same SEVIS ID number that they had at their prior school
 - Students who attended an English language program prior to attending UCR cannot use the time spent in the English language program towards CPT eligibility.
- Must have a job offer letter & the letter should be on employer's letterhead ([Sample CPT Letter & Employer Information](#))
- The job position must be directly related to the major field of study
- Must be concurrently enrolled in an approved internship course
- (Grad Students Only) If you will also be working part-time on campus (as a TA or GSR), check with Graduate Division and/or Department Advisor as it may affect your funding.

Types of CPT

Types of CPT

- **Degree Requirement CPT:** when a degree program requires the student to complete an internship in order to graduate.
 - Only certain UCR programs require internship to graduate.
 - For example, MBA program and Public Policy program
- **Non-Required Course Credit CPT:** when an internship is not a required part of the program but, the internship or work experience is integral to the student's program and is required to enroll in an approved internship course during CPT.

Allowable Working Hours

Working Hours

- **During Academic Term:** Limited to part-time (20 hrs or less per week)
 - Only exception is for PhD students who have Advanced to Candidacy and require full-time CPT during the academic term for the completion of the dissertation
- **During Summer Break:** May be authorized for part-time (20 hrs or less per week) or full-time (more than 20 hrs per week)

CPT Impact on OPT

- 12 months of full-time CPT will cancel OPT opportunity
- Part-time CPT does not count towards OPT eligibility
 - *However, high usage of CPT may result in increased scrutiny during OPT applications and other visa applications.*



Applying for CPT

CPT Authorization Dates

- CPT is generally authorized per quarter
- To extend your CPT authorization, please submit a new CPT application for the new quarter. You will also need to enroll in the internship course for the new quarter.

CPT Application Documents

Undergraduate Students

- [CPT Request Form](#)
- Check with your academic advisor to determine your academic eligibility for an internship and enroll in the course. You must also complete the [Internship Request Form](#) on UCR Career Center website

*CPT Authorization
approved per quarter*

Graduate Students

- [CPT Request Form](#)
- Check with your department on steps to enroll in the internship course
 - Your department may or may not require you to complete the [Internship Request Form](#) on UCR Career Center webpage

Submit by email to internationalstudents@ucr.edu

Job Offer Letter

Job offer should include the following items

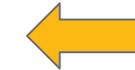
- Should be on official company letterhead
 - ([see sample letter](#))
- Job start and end dates
- Job Title
- Specify or explain your job duties/responsibilities
- Goals and objectives of the internship training program
- Working hours per week
- Supervisor's name and contact information (supervisor cannot be an F or J student)
- Employer address
- Employer Signature



CPT Request Form

Curricular Practical Training (CPT) I-20 Request Form

Section A: Student Information (To be Completed by the Student)			
Family Name:		Given Name:	
UCR Student ID:	Email:	Phone:	
U.S. Address:	City:	State:	Zip Code:
Degree Level: Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate <input type="checkbox"/>		Major:	
Are you currently employed on-campus? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many hrs. per week? _____		Which term is your final quarter? Year: _____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/>	
Section B: CPT Employment Information (To be Completed by the Student)			
CPT Quarter: _____ Year: _____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/>			
Company Name:		Position Title	
Company Address: Street Address: City Name: _____ State: _____ Zip Code: _____			
CPT Start Date:		CPT End Date:	
How many hours per week will you be working? Hours per Week: _____ <input type="checkbox"/> Part-Time (20 hrs. or less per week) <input type="checkbox"/> Full-Time (more than 20 hrs. per week)			
I have read and understand the requirements of CPT. I certify that this internship opportunity is an integral part of my established curriculum and understand my responsibilities in relation to my CPT authorization. I understand that I cannot begin my internship before receiving my I-20 with CPT authorization dates and that I cannot engage in CPT with an employer other than the one indicated on my CPT I-20. I understand that my CPT authorization will be revoked if I withdraw from my internship course. I certify that this internship is directly related to my major at UCR and that I have not completed my program requirements.			
Student's Signature		Date of Signature	



Student Completes



Student Completes

CPT Request Form

Section C: Academic Department Review/Approval (To be Completed by the Advisor)	
Undergraduate Students = Academic Advisor, Graduate Students = Graduate/ Faculty Advisor	
Please select one to explain how this CPT experience is an integral part of the student's curriculum:	
<p>Degree Requirement: I certify that this internship is a required part of the student's program. <u>All students</u> in the program are required to complete an internship in order to graduate as outlined in the course catalog. The internship is directly related to the students' major course of study.</p> <p>Non-Required Course Credit: I certify that this internship is a non-required part of the program that is integral to the student's program of study (i.e. will contribute to student's research efforts) pursuant to a <u>credit-bearing course</u> with a practical training component (please enter the course information below). The internship is directly related to the student's major course of study.</p> <p>By signing this form, I certify that this student is academically eligible for an internship per our program/degree requirements and that it is <u>integral</u> to their major program of study, thus meeting Department of Homeland Security eligibility requirements for an off-campus internship.</p>	
Internship Course Title:	Quarter/Year:
Internship Goals:	How will the internship be evaluated? What academic deliverables are required for the internship?
Anticipated Program Completion Quarter/Year:	Has the student advanced to PhD candidacy? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If this is a PhD student who has Advanced to Candidacy, please explain how the CPT experience is integral to the student's completion of the thesis/dissertation. If the student is requesting full-time CPT during the academic term (Fall/Spring/Winter), please explain why a full-time internship is required.	
Advisor's Printed Name:	Department: Telephone number: Email address:
Advisor's Signature:	Date:
Office Use Only: Graduate Division Approval	
Graduate Division Representative Signature:	

← Advisor Completes

← Advisor Completes

← Advisor Completes

CPT Application Documents

Submit CPT documents to the ISS Office

- Offer Letter
- CPT Request Form
- Proof of enrollment in internship course
 - 198I, 298I **OR** 398I

Then

- ISS Advisor will review CPT documents
- ISS Advisor will email student with CPT I-20

CPT Application Process

10-12 Business Days

**This does not include time
for internship course
enrollment.*

Submit to

internationalstudents@ucr.edu

CPT Application Process (Undergraduate Students)

1. Approval from Academic Advisor

- Complete CPT Request Form & obtain offer letter
- Get approval signature from your Academic Advisor

2. Enroll in Internship Course

- Contact your department on steps to enroll in the internship course
- Enroll in internship course (i.e. 198I)

3. Submit CPT Docs

- Submit completed CPT documents to ISS office
 - Email only
- internationalstudents@ucr.edu
- ISS office must receive forms to start approval process

FINAL Receive Approval & CPT I-20

- ISS reviews and approves CPT Request
- ISS office issues CPT I-20
- Digital copy of CPT I-20 will be emailed

IMPORTANT NOTE: Students **MUST** receive CPT I-20 in order to begin internship/employment.

CPT Application Process (Graduate Students)

1. Approval from Graduate Advisor

- Complete CPT Request Form & obtain offer letter
- Get approval signature from your Graduate Advisor

2. Enroll in Internship Course

- Contact your department on steps to enroll in the internship course
- Enroll in internship course (i.e. 298I, 398I)

3. Submit CPT Docs

- Submit completed CPT documents to ISS office
 - Email only
- internationalstudents@ucr.edu
- ISS office must receive forms to start approval process

FINAL Receive Approval & CPT I-20

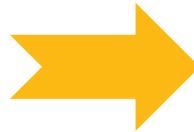
- **ISS and Grad Division** reviews and approves CPT Request
- ISS office issues CPT I-20
- Digital copy of CPT I-20 will be emailed

IMPORTANT NOTE: Students **MUST** receive CPT I-20 in order to begin internship/employment.

CPT I-20

Proof of Work Authorization

- Must receive CPT I-20 to start working
- CPT authorization is given per quarter
 - Internship Course Requirement
- Extending CPT for a new quarter requires a new CPT application



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: [REDACTED] (F-1) [REDACTED]

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 JANUARY 2019	30 MARCH 2019

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	07 JANUARY 2019 - 30 MARCH 2019		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
[REDACTED]	07 JANUARY 2019	30 MARCH 2019	Riverside, CA

CHANGE OF STATUS/CAP-GAP EXTENSION

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AUTHORIZED REDUCED COURSE LOAD

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CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
07 JANUARY 2019	22 MARCH 2019

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		

CPT Frequently Asked Questions (FAQs)

Do I need to apply for CPT if my off-campus internship is volunteer?

- The primary purpose of a volunteer position must be charitable or humanitarian in nature, without remuneration or any other type of compensation.

Can I begin my internship while I'm waiting for my CPT authorization?

- No. You MUST be approved for CPT and have the CPT I-20 before your internship begins. We cannot backdate CPT authorizations so, make sure to keep the application timeline in mind.

Can I change my job after I have been approved for CPT?

- CPT I-20s are issued based on the approved position and dates. If you want to change jobs after you have been approved for CPT, this will require a new CPT application and a new CPT I-20.

SSN

Social Security Number (SSN)

What is it?

Assigned to individuals who are authorized to work in the U.S.
Used to report wages to the U.S. government for tax purposes

Are you eligible to apply?

Must have an employment offer and/or CPT I-20 to apply for SSN.

Where to apply?

At your local U.S. Social Security Administration Office.

- <https://www.ssa.gov/locator/>

How to apply?

Please visit the [ISS SSN page](#)

Where to Look for Off-Campus Jobs

- [UCR Handshake](#)
- [UCR Career Fairs](#)
- UCR School of Business - [International Student Resources](#)
- UCR Career Center - [How to Search for a Job](#)
 - Your Network
 - Online Job Search Sites
 - Direct Approach
 - Employment Agencies

Beware of Employment Scams

Check out UCR Career Center's page on how to [Avoid Employment Scams and Fraud](#)

Common Scams Themes:

- Sending you a check before you begin your job
- Asking you for payment for equipment, certification, training materials, etc.
- Overpayment scams
- Pyramid Schemes

Be Careful:

- If an offer is too good to be true, it might be a scam.
- If posting does not indicate company information or it is difficult to find information on company
 - Do your research on companies before committing
- If company sends you an unexpected check and asks you to cash it in
- If company asks you to transfer money from one account to another
- Offers you an offer without interacting/interview with you

How to Report Scams

- Make an appointment with an ISS Advisor at internationalstudents@ucr.edu
- If you suspect a position is fraudulent, please contact the Employer Relations team – careerrecruiting@ucr.edu or 951.827.3631.
- If you believe you are the victim of fraud resulting from a job listing, please contact the local police as well <http://police.ucr.edu/>.

Learn More

- [How to Avoid Scams and Fraud \(UCR Career Center\)](#)



Pop Quiz

POP QUIZ!

- 1. What type of F-1 work authorization do you need in order to work on-campus?**
- 2. I completed my CPT forms and submitted it to the ISS office. My internship starts tomorrow and my paperwork is pretty much done. Can I start working?**
- 3. (True or False) To get an SSN, I do not need a job offer/work authorization.**
- 4. Which office issues the SSN?**
- 5. How many months of full-time CPT will cancel your OPT opportunity?**
- 6. (True or False) I need to enroll in an internship course for CPT.**
- 7. During the academic term, how many working hours per week are F-1 students limited to?**
- 8. I completed my program and I have a job offer. Can I apply for CPT?**

Helpful Resources

UCR ISS - [Employment & Taxes Webpage](#)

Government Resources

- [Study in the States - Training Opportunities in the U.S.](#)
- [Study in the States - Social Security Number \(SSN\)](#)
- [Study in the States- ITIN](#)
- [SEVIS - Practical Training](#)

UCR Career Center

- [Career Center Homepage](#)
 - Virtual & Phone Appointments available
 - Email careercounseling@ucr.edu
- [UCR Handshake](#)
 - Job search & make virtual appointments

Who can help you?

UCR International Students and Scholars (ISS) office

Email internationalstudents@ucr.edu

Office Phone 951-827-4113

Office Hours 10:00AM - 12:00PM, 1:00PM - 4:00PM

Advisor Meeting Advisors are working hybrid mode

- Email
- Phone
- Zoom
- On-Campus Meeting - Please schedule an appointment with the front desk ahead of time.



