

# F-1 Curricular Practical Training (CPT) Information Session

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# Agenda

- General Overview of F-1 Employment Options
  - On-Campus Employment
  - Off-Campus Employment
    - Curricular Practical Training (CPT)
    - OPT & OPT STEM
- Applying for CPT
- CPT FAQs
- Social Security Number (SSN)
- Scams
- Resources

# F-1 Employment Overview

<b>While Enrolled as Student</b>	<b>After Program Completion</b>
<ul style="list-style-type: none"><li>● On-Campus Employment</li><li>● Off-Campus Employment<ul style="list-style-type: none"><li>○ Curricular Practical Training (CPT)</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 12-month Post-Completion Optional Practical Training (OPT)</li><li>● 24-month STEM Optional Practical Training (OPT) Extension<ul style="list-style-type: none"><li>○ Only after the 12-month Post-Completion OPT</li></ul></li></ul>

In order to legally work in the U.S., you will require work authorization BEFORE working.



# F-1 Employment Life-Cycle



# On-Campus Employment

# On-Campus Employment

## Overview

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

## Authorization Process

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

## 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:** Only Part-Time (20 hours or less per week)
- **During Summer Break:** Part-Time or Full-Time (20+ hours per week)

## Last Date to Engage 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

## 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.



# Curricular Practical Training



# Curricular Practical Training

## Overview

- CPT is a 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 include: Paid, Unpaid, or Volunteer
- Must be concurrently enrolled in an internship course

## Authorization Required Before Working

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

# Curricular Practical Training Eligibility

## All Criteria Must Be Met

- Full-Time (12 Course Units)
  - (Grad Students) → Not Eligible while on Filing Fee
  - If final quarter you should be enrolled in more than the internship course
- Completed 1 Academic Year (3 consecutive quarters)
  - Transfer Students (non-English Training programs) can count previously enrolled terms
- Have Job Offer on Employer's Letterhead ([Sample](#))
- Position MUST be related to field of study
- (Grad Students) → Review work with Department & Graduate Division for any impact on University Funding

# Curricular Practical Training Types

## Non-Required Course Credit (Majority of UCR Programs)

- When an internship **is NOT** a requirement to obtain degree, but an academic advisor reviews proposed work and determines that it is integral to the student's program AND is enrolled in an internship course

## Required Degree Requirement

- When an internship **is required** to obtain degree, few programs at UCR meet this criteria (i.e. MBA and Public Policy programs)

# Curricular Practical Training

## Allowable Working Hours

- **During Academic Quarter**
  - 20 Hours per Week or Less
  - (PhD Students) → Exception for Advanced to Candidacy and work is required to complete dissertation
- **During Summer Break**
  - 20 Hours or more per Week (i.e. Full-Time 40+)
- **CPT Impact on OPT**
  - 12 Months of Full-Time CPT will cancel all OPT Opportunities
  - Part-Time CPT does not count towards cancelling OPT
    - Frequent use of CPT may increase scrutiny during later USCIS applications (i.e OPT, H-1B, etc.)

# Curricular Practical Training Application Process

# Curricular Practical Training Application Process

- **Authorized per Quarter**
  - 20 Hours per Week or Less
  
- **Extensions**
  - New Application would be required
  - Enrollment in internship course units

# Curricular Practical Training Application Process

- **Undergraduate Students**

- [CPT Request Form](#)
- Meet with Academic Advisor to review proposed work & how it relates to your academic program
- Complete [Internship Request Form](#) with UCR Career Center

- **Graduate Students**

- [CPT Request Form](#)
- Meet with Academic Advisor to review proposed work & how it relates to your academic program
- Enroll for internship course
- Academic Department may also request completion of [Internship Request Form](#) with UCR Career Center

# Curricular Practical Training Job Offer

- **Should Include**

- Employer's Letterhead ([sample](#))
- Start & End Dates
- Position Title
- Outline job duties and responsibilities, critical for Academic Advisors to understand how it relates to your program
- Goals and Objectives of the internship position
- Specify Hours per Week
- Supervisor's Name & Contact Details (supervisor cannot be in F-1 or J-1 status)
- Employer Address
- Employer Signature



# Curricular Practical Training 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

- Section A
- Section B

All Information MUST be completed

# Curricular Practical Training 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:

**Degree Requirement:** I certify that this internship is a required part of the student's program. All students 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 student's major course of study.

**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 credit-bearing course with a practical training component (please enter the course information below). The internship is directly related to the student's major course of study.

By signing this form, I certify that this student is academically eligible for an internship per our program/degree requirements and that it is integral to their major program of study, thus meeting Department of Homeland Security eligibility requirements for an off-campus internship.

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:
<b>Office Use Only: Graduate Division Approval</b>	
Graduate Division Representative Signature:	

← Advisor Completes  
 • Section C

**All** Information **MUST** be completed through Signature



# Curricular Practical Training Documents to ISS

- **Should Include**

- CPT Request Form
- Offer Letter
- Proof of Enrollment in Internship Course
  - 198i, 298i or 398i
- Email to [InternationalStudents@ucr.edu](mailto:InternationalStudents@ucr.edu)

- **ISS**

- ISS Advisor will Review All Documents
- ISS Processing Time (10-12 Business Days)
- ISS Advisor will email student with CPT I-20

# Curricular Practical Training Undergraduate Students

01	Approval from Academic Advisor	<ul style="list-style-type: none"><li>• Complete CPT Request Form &amp; Obtain Offer</li><li>• Obtain Approval from Academic Advisor</li></ul>
02	Enroll in Internship Course	<ul style="list-style-type: none"><li>• Contact Department on Steps to Enroll in Internship</li><li>• Enroll in Internship Course</li></ul>
03	Submit CPT Documentation	<ul style="list-style-type: none"><li>• Submit Completed CPT Documents to <a href="mailto:InternationalStudents@ucr.edu">InternationalStudents@ucr.edu</a></li><li>• ISS Reviews &amp; Processes Request</li></ul>
04	Receipt of CPT I-20	<ul style="list-style-type: none"><li>• ISS Reviews &amp; Approves CPT</li><li>• ISS Provides I-20 endorsed for CPT Work Authorization</li></ul>

# Curricular Practical Training Graduate Students

01	Approval from Academic Advisor	<ul style="list-style-type: none"><li>• Complete CPT Request Form &amp; Obtain Offer</li><li>• Obtain Approval from Academic Advisor</li></ul>
02	Enroll in Internship Course	<ul style="list-style-type: none"><li>• Contact Department on Steps to Enroll in Internship</li><li>• Enroll in Internship Course</li></ul>
03	Submit CPT Documentation	<ul style="list-style-type: none"><li>• Submit Completed CPT Documents to <a href="mailto:InternationalStudents@ucr.edu">InternationalStudents@ucr.edu</a></li><li>• ISS Sends to <b>Graduate Division</b> for Review</li><li>• ISS Reviews &amp; Processes Request</li></ul>
04	Receipt of CPT I-20	<ul style="list-style-type: none"><li>• ISS Reviews &amp; Approves CPT</li><li>• ISS Provides I-20 endorsed for CPT Work Authorization</li></ul>

# Curricular Practical Training I-20 & Work Authorization

- Must have CPT to start working
- CPT issued per quarter
- Extending requires 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)      NAME: [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
BOURNE	07 JANUARY 2019	30 MARCH 2019	RIVERSIDE, CA

**CHANGE OF STATUS/CAP-GAP EXTENSION**

**AUTHORIZED REDUCED COURSE LOAD**

**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		

# Curricular Practical Training

## Frequently Asked Questions

- **Do I Need CPT if the position is unpaid?**
  - Yes, it is recommended
  - Many unpaid internships turn into remuneration
  - Email to [InternationalStudents@ucr.edu](mailto:InternationalStudents@ucr.edu)
- **Can I begin working while CPT is Pending with ISS?**
  - No, you must have work authorization
- **Can I change my job after I have been Approved for CPT?**
  - No, CPT I-20s are issued based on the approved position duties and dates. If you want to make changes after you've been approved, this requires a new CPT Application and new CPT I-20.

# Social Security Number (SSN)

- **Purpose**
  - Assigned to individuals who are authorized to work in the U.S. and used to report wages to the U.S. government for tax purposes
- **Eligibility**
  - Must have Employment Offer and Work Authorization (CPT)
- **Apply at Social Security Office**
  - [Application Process](#)
  - [Locate a Local Office](#)



# Employment Scams

## Caution

- **Common Scam Themes**

- Sending you a cheque before you start working
- Asking you to pay for equipment, certifications, training materials, etc.
- Pyramid schemes

- **Caution**

- If the offer is too good to be true
- If job posting does not include company information or it is difficult to find information about the company
- If a company sends you a cheque and asks you to cash it
- If a company asks you to transfer money
- Provides an Offer without interacting with you or interviewing you

- **Do your Research!**

# Employment Scams

## How to Report

- **Make an Appointment with an ISS Advisor**
  - [InternationalStudents@ucr.edu](mailto:InternationalStudents@ucr.edu)
  - 951-827-4113
- **Employer Relations Team**
  - [CareerRecruiting@ucr.edu](mailto:CareerRecruiting@ucr.edu)
  - 951-827-3631
- **UCR Police**
  - [police.ucr.edu](http://police.ucr.edu)
  - If you believe you are the victim of fraud
- **UCR Careers Learn More**
  - [How to Avoid Scams and Fraud](#)

# Pop Quiz

# Pop Quiz

1. What type of F-1 Work Authorization do you need in order to work on-campus?
  - **Answer → None**
2. I completed my CPT application and just submitted it to the ISS Office, my internship starts tomorrow, can I start working?
  - **Answer → No, you MUST have work authorization before engaging in any off-campus employment**
3. (True or False) → To obtain a SSN, I do NOT need a job offer/work authorization
  - **Answer → False**
4. Which Office Issues the SSN?
  - **Answer → Social Security Office**
5. How Many Months of Full-Time CPT cancels OPT?
  - **Answer → 12**
6. (True or False) I need to enroll in an internship course for CPT?
  - **Answer → True**
7. During the Academic Quarter, how many working hours per work are students limited to?
  - **Answer → 20 or Less**
8. I completed my program and I have a job offer, can I apply for CPT?
  - **Answer → No, you would be applying for OPT**

# Helpful Resources

## UCR ISS

- [Employment & Taxes](#)

## U.S. Government Resources

- [Study in the States - Training Opportunities](#)
- [Study in the States - SSN](#)
- [Student in the States - ITIN](#)
- [SEVIS - Practical Training](#)

## UCR Career Center

- [Schedule Appointment](#)
  - Virtual or Phone
  - [Email](#)
  - [Job Search](#)

## UCR Handshake

- [Job Search](#)

## Other Job Search Resources

- [UCR Career Fairs](#)
- [UCR School of Business](#)
- [LinkedIn](#)

# International Students & Scholars Office Advising

## Schedule Advising Appointment

- [InternationalStudents@ucr.edu](mailto:InternationalStudents@ucr.edu)
- 951-827-4113

## Office Hours

- 8 AM - 12 PM
- 1 PM - 5 PM
  - Closed for Lunch

## Advising Hours

- 10 AM - 12 PM
- 1 PM - 4 PM