International Programs and Global Partnerships

F-1 Curricular Practical Training

Curricular Practical Training is an off-campus work permit allowing F-1 student to participate in a paid intern program. The intern program must be related to the student’s academic program at WCCCD as described below. The student must be a continuing student and has not completed his/her current degree program.

Duration of Curricular Practical Training

CPT authorization will only be given for one quarter at a time, with two (2) semesters maximum

CPT is computed at the following rate:

1. **Full time work (more than 20 hours/week).** If you are approved for 12 months or more of full time CPT, you are not eligible for the OPT. This also includes any on-campus employment performed during the authorized CPT period. *Full time CPT Permitted ONLY during summer break*

2. **Part time work (20 hours/week or less).** Part time CPT is counted as one half the rate of full time CPT. For example, 6 months of part time CPT is equivalent to 3 months full time CPT. Approved part-time CPT period less than 12 months will not be deducted from Optional Practical Training (OPT). This also includes any on-campus employment performed during the authorized CPT period.

Eligibility

1. The F-1 student must have been in valid F-1 status and current degree program for 9-consecutive-months-in-status to be eligible for CPT
2. The student must be a continuing student and has not completed his/her current degree program.
3. CPT authorization will only be given for one semester at a time, with a two (2) semester maximum.
4. Students must maintain full-time enrollment to be eligible (no reduced course loan request) for the requesting semester
5. Student must be in good academic standing:
   - With maximum 2.5 cumulative GPA
6. Training program is an integral part of an established curriculum.
   a) **Option 1:** The training is required in order to obtain the degree. The curriculum must state that the internship is required in order for students to complete the degree program. *Exception for 9-consecutive-months-in-status eligibility.*

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b) **Option 2:** The training is required for a particular course or curricular track, although it may not be required of all students in the degree program. The details of the student’s specific projects for that course must be discussed and supervised by the course’s instructor. **Student must be registered in the class during the term the student is employed in the training program.** The dates of the training program must coincide with the enrolled term. Moreover, any employment experience required by the course must be instrumental to achieving a curricular academic objective. **For full time employment, the student must be enrolled in the course for at least 3 credit hours.**

**Procedure to Apply for Curricular Practical Training**

**Application documents**

1. Students current I-20 (original)
2. CPT Supplemental Form (attached);
3. A signed Plan of Work from your academic advisor or the professor with whom you will be taking the CPT course for credit.
4. Passport copy; and
5. I-94 card copy

You may not start work until you receive the new I-20 from the International Programs & Global Partnerships office with the employment authorization under CPT. We recommend you to apply at least **two (2) weeks prior to the start date of employment.** The authorization is noted on page 3 of your I-20 and within the approved dates. If you change employer a new application must be submitted.

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For extending your current CPT with the same employer, you must submit the following documents to the International Programs & Global Partnerships office.

**CPT Extensions:**

1. Student’s current I-20 (original)
2. CPT Supplemental Form (Attached);
3. A signed Plan of Work from your academic advisor or the professor with whom you will be taking the CPT course for credit.
4. Passport copy; and
5. I-94 Card copy.

A new I-20 will be issued with the employment authorization endorsed on page 3. **You may continue with the employment if the previous endorsement had expired and you have not received the new endorsement.** We recommend you apply at least **two(2) weeks prior to the end date of current approved employment.**

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International Programs & Global Partnership

CPT Supplemental Form

Name: ____________________________________________ A#________________________

Family/Last First Middle

Degree Level:_______________________________ Major:____________________________

SEVIS ID: _________________________________ Expected Completion Date:___________

Telephone:_______________________________ Email Address:______________________

Starting Date: ___________ Ending Date:___________ # of Hours:_________________/week

Employer’s Address:

Company Name

__________________________

Supervisor

__________________________

Street

Telephone

__________________________

City State Zip Code

Do you intend to work on-campus during the CPT period? ☐ Yes ☐ No

Do you have a social Security Number? ☐ Yes ☐ No

Is Your address and contact information in Banner correct? ☐ Yes ☐ No

I understand it is my responsibility to report any on-campus employment to the International Programs & Global Partnership office during the authorized CPT period. I understand the CPT authorization is employer specific, and I must apply for a new approval from the International Programs & Global Partnership office, even if the start date has passed. Failure to comply with these requirements can result in illegal employment and my F-1 status will be terminated.

__________________________ Date

Student’s signature

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