



Curricular Practical Training (CPT) allows F-1 students who are maintaining status and have completed one academic year of full-time study in the U.S. the opportunity to work off-campus. Immigration regulations for F-1 students require that CPT must be 'an integral part of an established curriculum'. The Undprogram.

In order to be authorized for CPT, you will be working with multiple offices on campus – CIE, Internships, and possibly your academic department. Therefore, you will need to plan in advance to be sure that you have met()Tj-0BPT0Y0B5T A0T 20RZAt(0)S.0N10UE I-20. Impletionof the academic program indicated on your I-20. /

you have completed all degree requirements (even if you have not filed for graduation), you are no longer eligible for CPT

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Cal State East Bay is committed to building partnerships with internship sites that choose to host an internship experience at their job site with the intention of connecting academic content to career experience, learning specific career skill sets needed for their profession. All sites wanting to partner with Cal State East Bay must abide by the [U.S. Department of Labor's description of Internship Programs Under The Fair Labor Standards Act](#). Please visit the [CSU East Bay Internships website](#) for details on CalStateS4 and outline of the steps required to process your internship site partnership.

You may apply for CPT as long as you are still able to enroll in the appropriate academic course for the semester/term of the proposed employment. However, keep in mind that your _____ is authorized only by the Center for International Education, so even if you have received academic approval to participate in an Internship course, you may not begin work until you have received employment authorization on your I-20 from an international student advisor.

_____ - Since you are working as a requirement of an academic course, the dates of employment/practical training will generally be tied to the dates of the academic semester. In other words, your first date of authorization will be the first day of the semester and end the last day of the semester. If you require an earlier start date, your request will be reviewed on a case-by-case basis. Your CPT cannot be authorized or extended only for the "break" period between semesters.

_____ - Summer CPT dates can be authorized for the day after Spring semester until the day before Fall semester, unless summer is your final term and your end date for CPT will be the last day of summer classes. However, the authorization dates on your I-20 will match your internship offer letter.

If you have been authorized for CPT for Fall semester and you renew your CPT with the same internship site for Spring semester, we can authorize you to work during the winter break (in other words, continue your employment without a break). _____ you must continue employment at the same internship site and we CANNOT backdate employment authorization

Enrollment in Internships may be repeated for CPT for a _____ of 3 terms* during a student's degree program, regardless of change of option within a particular major or change of major degree program. However, if the departmental requirements as defined in the University catalog allow for FEWER than 3 terms, the Center for International Education will not exceed the requirements in the catalog. If you are applying for CPT based on a department specific course (such as fieldwork experience), the limit will depend on the requirements of that department.

*Term- one semester or one summer session is considered a term.

An F-1 student will only receive authorization for CPT beyond the maximum stated above if he/she completes one degree (i.e. bachelor's degree) at CSUEB and is admitted to a new degree program that allows for an internship experience.

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To: Prospective Internship Sites/Employers of International Students on F-Visas:

International students on F-Visas may, before completion of their course of study, be legally employed under a program called Curricular Practical Training (CPT). CPT is defined by the United States Citizenship and Immigration Services (USCIS) as an "alternative work/study, internship, cooperative education, or other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school" (8 CFR 214.2(f)(10)(i)). Students qualify for the benefit of CPT if the employment is an integral part of the established curriculum. CPT can be either part-time (during the time school is in session) or full time (during vacations and holidays).

The authorization for CPT comes in the form of an endorsement on the second page of the student's I-20 by a Designated School Official (DSO) of the student's school. This endorsement, along with an I-94, satisfies I-9 requirements (page 31 Department of Justice publication Handbook for Employers: Instructions for Completing the I-9). CPT is only valid for the period indicated by the DSO's endorsement.

It is important to note that before the authorization on the I-20 can be done-- and therefore before the student can legally begin any form of employment-- the student MUST meet the on-campus requirements related to Internship activities. Information regarding those procedures is available in our office, or at the Cal State East Bay Internships office. Those requirements include the need to have the internship site approved for a partnership agreement through CalState S4 and also have a person agree to serve as supervisor for an internship course.

If you have any questions or would like additional information, please do not hesitate to contact them.

Cordially,

Kelly S. Moran, Director
Center for International Education
California State University, East Bay

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Please review the requirements and responsibilities below:

- I have reviewed the CPT handout and confirm I have met the CPT requirements
- I understand that I must enroll in