CUllRICAL PRACTICAL TRAINING (CPT):

Academic Advisor Recommendation

Curricular Practical Training (CPT) employment, which is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for at least nine consecutive months. To be considered CPT, the work must not only be related to the major field of study but must also be an integral or important part of studies. **CPT is not meant to be a convenient employment opportunity nor is it meant to be a device to save optional practical training (the other practical training type) months. CPT must have a valid purpose in the student’s program of study.**

There are two types of curricular practical training: (1) required part of program – program requires employment in the field of study to graduate and (2) optional part of program – training opportunity which is credit bearing and an important and an integral part of the academic program. Very few programs at La Sierra University require employment in the field of study to graduate, so the optional part of Curricular Practical Training may serve the student’s needs.

**To be completed by the Academic Advisor or the Dean of the School -- not the student.**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Student’s LSU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Major</td>
<td>Number of Credits to Graduate</td>
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</tbody>
</table>

Please specify which credit bearing class the student will enroll for during this internship (CPT) and which quarter(s) the student will be enrolled for such class:

<table>
<thead>
<tr>
<th>Subject</th>
<th>CRN #</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter</td>
<td>Number of Units</td>
<td>Grade Criteria</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Title of Position</th>
</tr>
</thead>
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| Location of Employment (Physical Address) | Dates of Employment: From | To |
|------------------------------------------|--------------------------|

Number of Hours per Week

Description of Job Duties:
If the student has not completed coursework, how is the internship or employment an integral part of the established curriculum of the academic program? Please explain.

If the student has completed all coursework, is the employment providing research data directly related to the student’s thesis/dissertation? Please explain.

CPT is not meant to be a convenient employment opportunity nor is it meant to be a device to save optional practical training (the other practical training type) months. CPT must have a valid purpose in the student’s program of study. I understand that the student could have serious legal implications (including deportation) if the information provided above is not true.

Signature of Academic Advisor/Dean

Printed Name of Advisor

Campus Telephone #

Campus Address

CPT Instructions for International Students

Please return this signed form, your current (valid I-20), and a letter from the CPT employer on official letterhead to the Office of International Student Services for processing. You should not start work until your documents are processed and you have a new I-20 with a CPT endorsement.

The letter from the employer must state the name of the internship, the dates of employment, and a brief description of the job duties. The letter (or letterhead) should contain the physical address of the business where the CPT will take place.
FAQ for Students

Information for Students

What is CPT?

Curricular Practical Training (CPT) is a work authorization granted to students in F-1 visa status. It is designed to enable students to apply knowledge and practice skills gained in their academic program and it is most often used for internships or practica. Employment may be paid or unpaid and may take place anywhere in the US.

What are the eligibility requirements?

In order to be eligible to apply for permission to work in an internship or as part of a directed research project that is not a required part of your program of study you must:
1. Be maintaining lawful F-1 status
2. Have been a full-time student for at least one academic year (3 quarters/9 months)
3. Have an offer of employment in your academic field of study

How many hours can I work during CPT?

CPT Employees can work up to 20 hours or less per week while you are enrolled (full-time). You must be careful to limit your work to no more than 20 hours per week. Participation in part-time CPT does not affect your eligibility for optional practical training. Full-time of 21 hours or more per week is available during Summer/Academic break.

What are some of my restrictions or limits?

1. English Language Students (ESL) are not eligible for curricular practical training.
2. If you engage in CPT during the academic year, you must maintain your full-time F-1 status.
3. CPT authorization will only be given for one quarter at a time.
4. You may not mix or combine any two or more categories of employment that exceeds 20 hours per week, unless you have full time CPT. For example, you may not work on-campus for 20 hours per week, and have part-time CPT concurrent.
5. You may NOT start working until you have received your SEVIS I-20 from OISS with authorization to engage in CPT.

What documents are required?

1. Academic Adviser Recommendation for CPT
2. Letter of Employment/Internship (needs to include job title, exact dates of employment, detailed description of job duties, number of work hours per week, and employer’s physical address.) The letter should be an original (no photocopies) on letterhead, and have your employer’s signature.

If you have any questions or concerns regarding CPT, please do not hesitate to contact the Office of International Student Services at OISS@lasierra.edu or (951) 785-2237.
FAQ for Employers

Information for Employers

What is CPT?

Curricular Practical Training (CPT) is a work authorization granted to students in F-1 visa status. It is designed to enable students to apply knowledge and practice skills gained in their academic program and it is most often used for internships. Employment may be paid or unpaid and may take place anywhere in the US. CPT is granted in accordance with U.S immigration law by a Designated School Official (P/DSO) who has been authorized to do so by the federal government. The employer does not have to file any application with the Department of Labor or U.S Citizenship and Immigration Services to employ the student.

What does the employer have to do?

The employer needs only to extend the job or internship offer as they would with any other applicant and provide an offer letter. The offer letter must be on a company letterhead and include the following information:

• Title of the position (e.g. Marketing Intern)
• A description of the duties, the dates of employment, and physical (street) location of your company.

How long is the work authorization valid?

The period of validity is indicated on the I-20 form. Coordinating with the student’s academic advisor, the P/DSO will authorize the CPT and give the student a document called a Form I-20 indicating the authorization. The CPT authorization is found on the I-20 document and will bear an original signature of the DSO as well as the name and location of the employer and dates of employment.

What if I want to employ the student after his/her CPT work authorization expires?

If you wish to continue the employment after the initial period of CPT ends, you may discuss the option of extending the CPT with the student. During the Fall, Winter, and Spring quarters, the student may be authorized for a maximum of 20 hours per week of CPT; during official break periods (Summer Break), the student may be authorized for full-time CPT employment (i.e. more than 20 hours per week). After the student graduates, he/she may be eligible for Optional Practical Training (OPT). OPT is granted directly by U.S Citizenship and Immigration Services and also requires no petition or application by the employer.

Can I have a legal citation from the law for more information on CPT?

Sure, take a look at 8 CFR 214.2 (f) (10) (i)

The faculty and staff of La Sierra University take pride in the quality of our students. If you have any questions or concerns regarding the employment of an international student, please do not hesitate to contact Heidi Weiss-Krumm (PDSO) at OISS@lasierra.edu or (951) 785-2237.

CPT Application | Updated: 01/11/2017