



What is Curricular Practical Training?

Curricular Practical Training (CPT) is a type of employment authorization that allows student to complete internship/training off-campus. It is defined as any required internship/training that is an integral part of the established curriculum for a program of study. Only internships that are required or are essential for the completion of a degree and are directly related to the curriculum qualify as CPT.

How is CPT Authorized?

The UCI International Center will authorize CPT for employment/training/internships that adhere to government regulations. Students must review the requirements and plan accordingly. **Be aware** that internship/training that is "highly recommended" or for financial purposes do not qualify for CPT. Therefore, you should explore other options, including Optional Practical Training or Employment for Economic Hardship. If the educational component of your employment cannot be verified on this application, then CPT will not be approved by UCI.

Internship/Employment Eligibility for CPT:

- 1. Degree requirement:** CPT may be authorized when an internship is required of the degree program (i.e. All students in the program must complete the internship to be eligible for the degree). This requirement must be stated in the UCI General Catalogue.
- 2. Course Required:** CPT may be authorized for students who are registered in a course offered through a major department for which an internship/employment is a requirement of the course. This requirement must be stated in the UCI General Catalogue.
- 3. Graduate Degree Requirement:** CPT may be authorized for an institutionally-supported internship required of the student in order to complete a graduate degree (this may be research for dissertation/thesis or a graduate-level research project). The internship/curricular academic objectives must be agreed upon by the student, internship site and faculty advisor.

CPT Requirements:

- 1) The Curricular Practical Training (CPT) Application must be completed
- 2) The application must be signed
 - (a) by the student
 - (b) the internship site coordinator/supervisor
 - (c) academic department/faculty advisor
- 3) The training is authorized for a specific job at a specific company for a specific duration of time
- 4) Dates of internship/training must be within the dates of the quarter
- 5) Summer internships/training must be completed between the end of Spring Quarter and the Beginning of Fall Quarter
- 6) Student must be enrolled as a full-time student during the academic year while in CPT
- 7) If you are applying for the summer CPT, you must be enrolled for the following Fall Quarter. If you are completing your degree in the summer, you will not be eligible for CPT
- 8) Employment is limited to part-time (up to 20 hours) during the academic year

Guidelines for the job offer letter:

- You will need a job offer letter from the internship site/training site
- The letter must be on original company letterhead

The offer letter must include:

- Name and address of the employer
- Position offered including a description of the work
- Specific employment start and end dates
- Hourly or weekly wage
- Specify if the employment is part-time or full-time
- Original signature



Section 1: Personal Information

Name of Applicant: _____
Last Name/Family Name First Name Middle
 Student ID #: _____ Date of Birth (MM/DD/YYYY): _____
 Current Address: _____
 Daytime Telephone Number: _____ UCI E-mail address: _____

Section 2: Training/Internship Information:

Company Name: _____
 Internship/Training Location, Street Address: _____
 City/State/Zip Code: _____
 Supervisor's Name: _____ Title: _____
 Telephone Number: _____ E-mail Address: _____
 Start Date of Internship/Training: _____ End Date: _____
 Training Hours (Check one): Part-time (20 hours or less) Full-time (over 20 hours)

Section 3: Academic Department Verification and Recommendation

The proposed training/internship must be part of the established curriculum for the program of study.

Expected Degree Completion Date: _____
 Required for completion of degree -internship/training is required for all students in the program as described in the UCI Catalogue. Quarter/Year: _____ Course Name and Number: _____
 Required for a course -internship/training is required for students in the course, as described in the UCI Catalogue. Quarter/Year: _____ Course Name and Number: _____
 Required for Graduate Degree – academic department must verify that in order to complete a graduate degree the student must engage in an institutionally-sponsored internship.

Section 4: Curricular Practical Training (CPT) Educational Objectives

List specific academic objectives for the work period and what experiences the student will gain; how these are related to the program of study (i.e. required for course, required for degree, etc.): _____

If the student is applying for CPT, more than once, then please explain why the academic objectives were not met during the previous CPT internship/training: _____

The following individual's certify that the student's internship/training is part of curriculum and integral to the completion of the student's degree. The internship/training site supervisor and a UCI faculty member verifies that there is an academic component to the internship/training. A UCI faculty member will supervise the completion of a project, data analysis, or course.

Student's Name: _____	*Signature _____	Date _____
Department of Faculty Advisor's name: _____	*Signature _____	Date _____
Internship/Training Supervisor's name: _____	*Signature _____	Date _____

*Original signatures are required. No electronic, PDF files, copies, or faxed signatures. Thank you.

Instructions and Checklist:

Step 1

Review CPT requirements and be sure that your internship/training is eligible for CPT.

Step 2

Check list:

- Curricular Practical Training (CPT) Application signed by student, academic department/faculty advisor and the internship/training site. Original signatures please.
- Letter from Internship/Training site – must include required information.
- Proof of full-time enrollment if applying during the Fall, Winter or Spring. If applying for the summer, regulations require that we document your intent to register for the following Fall, which means you must be registered for the Fall Quarter at the time you turn in your application.
- Photocopy of the front/back of your I-94.

Step 3

Submit all of the above documents to the International Center. The IC Advisor will review your application and if approved will update your SEVIS record and print out a new I-20.

The process may take up to 15 business days – please plan accordingly. The IC cannot rush requests and will not backdate authorization. You will be e-mailed when your new I-20 is ready for pick up.

Read and initial:

The International Center is unable to accept rush requests. Please plan accordingly. You will be contacted when your new I-20 with CPT authorization is ready for pick up. **Processing time is 15 business days.** (Student's Initials_____).

If the educational component of your employment cannot be verified on this application, then CPT will not be approved by UCI. You will need to apply for OPT to take advantage of the employment opportunity. (Student's Initials _____).