



## CURRICULAR PRACTICAL TRAINING For F-1 Visa Students

Curricular Practical Training (CPT) is temporary paid employment for an academic objective and generally requires enrollment in an internship class. INS regulations state that Curricular Practical Training must be **“an integral part of an established curriculum”** in your course of study.

### General Information

- CPT must be authorized on your I-20 by **before** employment begins or continues.
- The type of internship employment must be directly related to and commensurate with your current degree objective.
- CPT requires enrollment in an **internship course in your major** (unless your major requires **all** students to complete a minimum number of hours of work experience as a degree requirement without unit credit) the quarter you participate in CPT.
- If your major does not have an internship class you may be able to enroll through Cooperative Education (**located in Building 8, Room 333**).
- CPT is authorized one quarter at a time to verify continued eligibility.
- CPT may be renewable for consecutive quarters if it is **integral** to your academic program and **strongly** recommended by your academic advisor.
- CPT is authorized part-time (20 hours or less per week) for specific dates of paid employment for a specific employer.
- CPT can be full-time during summer quarter. However, if 12 or more months of full-time CPT is authorized you will not be eligible to apply for Optional Practical Training.
- CPT will not be authorized if it will delay normal progress towards degree completion.
- **Unpaid** internships do not require CPT authorization.
- Enrollment in an internship class for the primary purpose of obtaining employment authorization does not qualify for CPT.

### Eligibility Requirements

- Completion of **3 quarters** of full-time undergraduate or graduate coursework towards your current degree objective at Cal Poly Pomona.
- Have been in valid F-1 status for nine consecutive months.
- Good academic standing and making normal satisfactory progress toward degree completion.
- Undergraduate students must be in junior class standing.
- Recommendation by your academic advisor in writing.
- Enrollment in an **internship course in your major** (unless your major requires **all** students to complete a minimum number of hours of work experience as a degree requirement without unit credit) or Cooperative Education (if your major does not offer an internship class) the quarter you participate in CPT.
- You have found a paid internship opportunity in your current major field of study.

Pomona, CA 91768 Telephone (909) 869-3267 Fax: (909) 869-3282

## **Application and Authorization Procedure**

1. Pick-up a CPT application available at the International Center.
2. Check with your academic department or the Cooperative Education Office (located in 8-333) regarding eligibility and availability of internships.
3. Look for internship employment opportunities through your academic department, the Cooperative Education Office or your own efforts.
4. Once employment is obtained, have employer endorse the CPT Clearance Form.
5. Request approval from your academic department or the Cooperative Education Office on the Clearance Form.
6. Make an appointment with an International Student Advisor to check over your forms.
7. Bring the completed Clearance Form, your I-20 and USCIS Form I-538 at the time of your appointment. Be sure to complete and sign Section A of USCIS I-538 form.
8. Pick-up your endorsed I-20 at the International Center 1-2 days later.