

## CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Curricular Practical Training (CPT) is a type of employment authorization for F-1 students. CPT requires enrollment in a course for academic credit. Alternatively, for graduate students, the employment may be part of the Summer Cooperative Education Program. For additional information, see reverse of this form and [cpt.ucsd.edu](http://cpt.ucsd.edu).

To apply for CPT work authorization, please submit forms and supporting documents to [CPTrequest@ucsd.edu](mailto:CPTrequest@ucsd.edu).

### PERSONAL INFORMATION

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ PID Number: \_\_\_\_\_

Do you have a SSN?  Yes  No *\*If you answer no, we will issue you a support letter to apply for a social security #.*

### EMPLOYMENT INFORMATION – PLEASE SELECT THE CPT TIME PERIOD OPTION(S) BELOW

Requested start date\*\*: \_\_\_\_\_ End date: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_  
(month/day/year) (month/day/year)

**\*\*Requested authorization dates and work hours must match dates on the job offer letter provided and must be within the dates of an academic quarter or summer session.**

Employer/Company Name: \_\_\_\_\_

Work Location Address (Street/City/State/Zip Code): \_\_\_\_\_

I will be working remotely

### ACADEMIC INFORMATION

Major/Field of Study: \_\_\_\_\_

Level of study:  Doctorate  Master  Bachelor

**\*\*\*Please note: If your Academic History does not indicate enrollment in the course indicated below, or if you are a graduate student requesting CPT for summer without full-time enrollment in the fall, your application will not be processed.\*\*\***

**Select one of the following:**

<input type="checkbox"/>	The student will be taking unit credit ( <i>should be a course that gives academic credit for the off-campus job</i> ): Quarter/Year: _____ Course Name and Number: _____
<b>**REQUIRED**:</b> Please describe the main objectives of the employment and how it meets the requirements of the course or degree: _____ _____	

<input type="checkbox"/>	The training is part of a Cooperative Education Program at UCSD (for graduate students, summer only) Must be enrolled in following fall quarter & include copy of the Cooperative Education/Internship Agreement.
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**Department Signatures certify that above information is accurate and student is eligible to enroll as indicated.**

Faculty Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Department Advisor or Graduate Coordinator Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Graduate students ONLY) Department Payroll Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Curricular Practical Training CPT**

F-1 regulations allow employment of international students only under certain circumstances. CPT is a type of employment authorization that allows off-campus employment and requires enrollment in a course that is an “integral part of the established curriculum of the student’s field of study.” Each department determines the courses that are required for graduation in a particular field of study. These courses then become an integral part of the student’s plan of study for their major. Many departments have internship courses or other designated courses that give students the opportunity to apply the knowledge they learn in the classroom to an employment setting. These can be integrated into the plan of study to give students a comprehensive understanding of the field of study by the time they graduate.

## **All students**

Eligibility for CPT requires completion of one academic year as a full-time student. CPT is authorized quarter by quarter. Employment with CPT is allowed part-time during the academic year and full time during summer and academic breaks (winter and spring break).

## **Undergraduate students**

Undergraduate students need to consult with their major department to determine whether an appropriate internship course is offered and whether they have the appropriate prerequisites to enroll. Alternatively, they can consult with the Academic Internship Program (AIP). Students who enroll through AIP may submit the CPT form without signatures, as long as they submit the AIP Learning Agreement with their CPT application, since those signatures appear on the Learning Agreement. Once the student has enrolled in the course, they can submit the CPT request form to [cprequest@ucsd.edu](mailto:cprequest@ucsd.edu) along with the AIP Learning Agreement (if applicable), the offer of employment, and the I-94.

## **Graduate students**

Academic year: Graduate students need to consult with their graduate coordinator to determine whether an appropriate internship course is offered during the academic year. Employment during the academic year is limited to part time, although Ph.D. students who have advanced to candidacy can apply for full time CPT contingent on approval from their faculty advisor. Students who do 12 months or more of full time CPT will not be eligible to apply for Optional Practical Training (OPT).

Summer: Graduate students can use the Summer Cooperative Education Program that requires an agreement between the employer, faculty advisor and student that certain goals and objectives are met through the employment. Enrollment in the following fall quarter is required. After enrolling in fall quarter, graduate students can submit the CPT request form, job offer, summer cooperative agreement form and I-94 to [CPTrequest@ucsd.edu](mailto:CPTrequest@ucsd.edu).

## **Questions?**

See [iemployment.ucsd.edu](http://iemployment.ucsd.edu) or email [iemployment@ucsd.edu](mailto:iemployment@ucsd.edu).