

## CURRICULAR PRACTICAL TRAINING

### **Definition of Curricular Practical Training:**

Paid work experience class with credit towards your degree. **Must be a requirement that is part of your curriculum.** Can be approved for part-time (20 hours or less) or full-time (over 20 hours). Full-time use of CPT for one year or more eliminates eligibility for Optional Practical Training. Use of part-time CPT does not affect eligibility for Optional Practical Training.

### **Eligibility:**

Student must have been enrolled on a full-time F-1 status for one full academic year. CPT is approved on a semester basis by the International Admissions and Immigration Advisor.

### **Requirements:**

Must have a written job offer from an employer offering work that qualifies as Curricular Practical Training. A student must receive written authorization from the International Admissions and Immigration Advisor, who records authorization in SEVIS and issues SEVIS I-20 with notation, before work begins. Student may engage in CPT only for the specific employer, location and period approved and recorded by the International Admissions and Immigration Advisor in SEVIS. Must continue to maintain a full course of study in F-1 status during the period of employment, except during the last semester of studies with approved under enrollment.

### **Procedures:**

#### *Student*

- Submit a completed petition to the International Student Counselor
- Submit approved petition to International Admissions and Immigration Advisor
- Find appropriate job and request written job offer from future employer
- Fill out CPT form and obtain Department Chair's signature for approval and submit all papers including written job offer to International Admissions and Immigration Advisor
- Take Cuyamaca College letter to Social Security Administration to apply for a social security number
- Do not start employment before approval from International Admissions and Immigration Advisor
- Once you receive a social security card please bring it to Admissions and Records so that a copy can be made for your file

#### *International Admissions and Immigration Advisor*

- Review submitted CPT application papers for approval
- Record information in SEVIS and issue new I-20 with CPT notation
- Issue letter to Social Security Administration
- Contact student to complete CPT packet

**CUYAMACA COLLEGE**  
**Request for Curricular Practical Training**

Name: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

SEVIS # (I-20): \_\_\_\_\_ Admissions # (I-94): \_\_\_\_\_

Major: \_\_\_\_\_ Email Address: \_\_\_\_\_

U.S. ADDRESS: (No PO Boxes)		
Street #	Street Name	Apt. #
City	State	Postal Code
Home Number: (____) _____		Cell Number: (____) _____

FOREIGN ADDRESS: (No PO Boxes)			
Street #	Street Name	Apt. #	
City	Postal Code	Providence	Country

**Materials Needed for Curricular Practical Training:**

- ❖ Petition (Meet with Raad Jerjis from Counseling)
- ❖ Application for Curricular Practical Training
- ❖ Copy of I-20
- ❖ Student must be enrolled in full-time status

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_  
Street City State Zip Code

**Number of hours to work per week:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_  
\_\_\_\_\_ **Beginning Date:** \_\_\_\_\_

Approved  Disapproved

**Department Chair/Coordinator**  \_\_\_\_\_

OFFICE USE ONLY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	DATE RECEIVED: _____ RECEIVED BY: _____