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Curricular Practical Training (CPT)

Temporary employment authorization for F-1 international students who are currently pursuing a program of study at SJSU and want to gain practical training in their ***major field of study***.

- May be authorized for paid or unpaid employment.
- Granted for internships, service practicums, cooperative education and service learning activities.
- CPT employment is considered an academic experience and needs to be integral to the student's major field of study.

Eligibility

1. Currently in F-1 status and pursuing a degree program at SJSU;

2. Have completed at least one academic year as a full-time student in F-1 status;

2a. Time spent studying at SJSU full-time in another visa status prior to F-1, may count towards the above requirement;

Eligibility Continued

3. Be in good academic standing (minimum 3.0 for graduate students and 2.0 for undergraduate students);

4. Not enrolled in 1290R;

5. SEVIS transfer students are not eligible for CPT in their first semester at SJSU.

CPT Information

Semester Parameters
- Internship dates must fit within the academic term, which are outlined on the [ISSS CPT page](#).
  - Summer, Spring, Fall
    - Please note the Application Period
    - Please note the Duration Period
- CPT request via iSpartan must be submitted to ISSS by 11:59pm on the deadline date, no exceptions.

Part-Time vs. Full-Time CPT
- Part-Time CPT (During fall and spring semesters, students can work up to 20 hours per week).
- Full-Time CPT (During the summer semester, students can work full-time (more than 20 hours per week).

CPT Information

Interviewing with Multiple Employers?
- We recommend that you wait to submit the CPT I-20 request in iSpartan until you have decided that you want to work for the employer. ISSS does not allow for changes in employers, once we have approved CPT, even if this is before your authorized start date.

Internships outside of Silicon Valley/San Francisco
- Fall and spring semesters - limited to remote only.
- Summer semester - can be outside of Silicon Valley/San Francisco

Graduating in the Summer?
- Must be enrolled in at least one course that is required to complete your degree program in addition to the required internship course for CPT.

Offer Letter Requirements

Your CPT request will be either **Delayed or Denied** if your offer letter does not contain all of the following items:

You may need to request a supplemental letter from your employer that includes this information, if it is not in the offer letter:

1. Must be printed on company's **letterhead, which includes employer address.**

2. Must be dated within the **last 3 months** (of when you are submitting in iSpartan)**.**

3. Include **job title.**

4. Include **job description.**

5. Include employment **start and end date.** (Must fit within semester dates.)

6. Include **physical address where you will work** (street number and name, city, state, postal code, and suite/building number).

7. Include **number of hours to be worked per week or indicate part-time or full-time.**

   a. Part-Time: 20 hours or less per week.

   b. Full-Time: More than 20 hours per week.

8. Include **employer's signature;** We accept handwritten, digital or DocuSign signatures.

9. **If you are working **remotely**, then this should be indicated on your offer letter, including the address where you will be working. In most cases, the offer will indicate the student's home address.

CPT Process

1. **Student submits Curricular Practical Training Request from ISSS.**

   a. Log into iSpartan - https://globalspartans.sjsu.edu, using your SJSU credentials.

   b. Click on the 'F-1 Practical Training' link. Select Curricular Practical Training Request.

   c. Complete the e-form.

      i. You are required to upload your offer letter within the request. Please review slide 8 for all of the information that needs to be on the letter.

         1. You may need to request a supplemental letter with this information from the employer, if the information is not on the offer letter.

CPT Process

d. Academic Department (Major Advisor or Graduate Program Coordinator) information will need to be added into the e-form. Name, title and email address.

- Request will be routed to ISSS after your Academic Department reviews and approves the request.
- Please note that it is your responsibility to notify your academic/major advisor/graduate program coordinator of the CPT approval request. It will be sent via email to the indicated advisor.

CPT Process

2. ISSS Receives CPT Request

a. Once submitted to ISSS, processing time is 5-7 business days.

b. Designated School Official (DSO), ISSS Advisor, will review your eligibility for CPT, offer letter and verify your CPT course enrollment.

c. DSO will authorize CPT in your SEVIS record and issue you a new I-20 with the CPT authorization on page 2.

*DSO will email you the I-20 with CPT authorization on page 2 stating the employer you are authorized to work for as well as the dates of authorization.

**Working outside the authorized dates or for a different employer, is a violation of your F-1 visa status.

CPT Authorization

Once ISSS has approved your CPT request, you will get a new I-20, with CPT authorization on page 2 of the I-20. This will include:

- Employer name
- Authorization dates

Working beyond the authorized dates or for a different employer that is not listed on your I-20, is a violation of your F-1 visa status.

ISSS does not allow for changes in employers, once we have authorized your CPT, even if this is before your authorized start date.

Social Security Number Eligibility

- Once your CPT has been authorized and you have received the new I-20, ***if you do not have a Social Security Number, you are eligible to apply for one.***

- ISSS will provide you with a support letter for your SSN application and information on applying, once your CPT has been authorized.

Social Security Number Eligibility

You will then need to:

- Bring your job offer letter;
- endorsement letter from ISSS;
- I-20 with CPT authorization;
- Passport, F-1 visa, I-94 record of arrival, and;
- Completed Social Security application to the local Social Security Administration office.

Once you have your SSN card, please keep the card in a safe place and not in your wallet.

Important Information

1. Once you receive the I-20 with CPT authorization, review the employment details on page 2 to make sure that the information is correct.
   a. Employer Name, address, part-time/full-time, and authorized dates of employment.
   b. You cannot work for a different employer or work outside the authorized dates.
2. If you lose your job or quit prior to the authorized CPT end date, then you will need to inform ISSS as soon as possible, so we can amend your CPT end date.
   a. <u>You cannot withdraw from the CPT (internship) course</u>, if you have worked during the authorized period on CPT.
3. If your employer wants you to continue to work for them, then you will need to review the CPT application period and dates for the next semester, then submit a new CPT request in iSpartan.
   a. You cannot continue to work after your CPT authorization end date. to ISSS via iSpartan.

THANK YOU!

Email: international-office@sjsu.edu