

What Is Curricular Practical Training?

Curricular Practical Training (CPT) is a temporary employment option available to F-1 students who are pursuing a degree program at San Jose City College and want to gain practical training in their field of study. CPT is not meant to be a work opportunity and should not interfere with your primary academic purpose. The opportunity must be an integral part of your degree program of study (directly related) to be considered CPT.

What Types of Positions are Allowed?

CPT may be authorized for a paid or unpaid position. Employment may include internships, practicums, or cooperative education opportunities. The positions are generally off campus.

What Are the Eligibility Requirements to Apply for CPT Authorization?

- Currently enrolled full time (Fall/Spring) unless approved for a Reduced Course Load. *(If this is your last semester or if you are graduating in the summer, you must be enrolled in one other non-work experience course.)*
- Currently in valid F-1 status for at least 1 year (2 academic semesters) at SJCC and in good academic standing (2.0 cumulative GPA).
- Currently pursuing a degree program at SJCC.
- Proposed employment opportunity is an integral part of the degree program of study.
- Completed a minimum of 9 units in your major program (general education courses not applicable) at SJCC. View the following link of the list of degree requirements:
<http://www.sjcc.edu/academics/degrees-certificates-and-employment/degrees-certificates>

How Do I Apply for CPT?

1. Schedule an appointment with the International Student Program advisor to discuss options and determine your eligibility to apply. If eligible, complete CPT Request form.
2. Find an internship opportunity directly related to your major of study.
3. Obtain an internship offer letter on company letterhead from the employer listing the following: *Job title, description of your duties, pay rate, start and end dates, number of hours of work per week, and exact physical address of the location of employment, employer contact information, Employer Identification Number.*
4. Complete the student portion of the CPT Request form and schedule an appointment with the division dean/department head. Bring the CPT Request form and the employer letter to the division dean (or designee) to discuss the internship opportunity and how it is related to your major field of study.
5. If the division dean (or designee) approves the employment as integral to your program of study, he/she will sign the CPT form.
6. Submit the completed CPT Request form to the International Student Program office.
At this point, the International Student Program will review your CPT Request form and documents. If you are approved for CPT, the advisor will add the CPT approval to your I-20 and help you with obtaining a SSN, if needed.

7. Sign up for the department internship or WE-088A course. **Please note if neither course is offered for that term, CPT will not be available for that term.**
8. Meet with the WE-088A professor or department professor and determine your Learning Outcomes/Plan.
9. Provide the Learning Outcomes/Plan form to the International Program within 3 weeks of course start date. Failure to provide the plan may result in forfeiture of your CPT authorization and jeopardize your F-1 status.

NOTE: CPT is authorized on a semesterly basis only for a specific time frame and for the employer listed on your I-20. You are not authorized to begin work until the International Student Program Designated School Official officially approves the CPT by adding it to your I-20 and you are officially enrolled in the department internship course or WE-008A for academic credit. Unauthorized employment may result in termination of your SEVIS record.

How Many Units Do I Sign Up For?

You must register for a minimum of 1 unit in the department internship course or WE-088A course and may elect to register for more or register up to the maximum number units allowed in your department major. If your department does not have an internship/independent study course, you are eligible to register for a maximum total of 6 units of WE-088A during your entire time at SJCC. Once you have enrolled in the maximum number of units allowed, you will not be eligible for CPT in future semesters. We recommend you do not sign up for the maximum units in one semester if you wish to request CPT authorization in future semesters. Students must still register for the F-1 visa mandated number of units per semester (12 units in Fall/Spring with 9 units on campus). CPT unit(s) count towards the on campus minimum. Please see the International Student Program office to discuss your options for registering for CPT.

Hours	Register for
75-149 paid hours (or 60-119 unpaid hours)	= 1 unit
150-224 paid hours (or 120-179 unpaid hours)	= 2 units
225-299 paid hours (or 180-239 unpaid hours)	= 3 units
300-374 paid hours (or 240-299 unpaid hours)	= 4 units
375-449 paid hours (or 300-359 unpaid hours)	= 5 units
450-524 paid hours (or 360-419 unpaid hours)	= 6 units

How Many Hours Can I Work Per Week?

During the Fall and Spring semester, you may work part-time. **Part-time CPT is 20 hours or less per week.** During the Summer session, you may work full-time. **Full-time CPT is more than 20 hours per week.** After completing one year or more of full-time CPT, you will no longer be eligible for OPT at the associate degree level.

Note: If this is your last semester, CPT may only be authorized until the last date of the semester.