

GROSSMONT COLLEGE

Curricular Practical Training (CPT) Guide

What is Curricular Practical Training (CPT)?

Curricular practical training (CPT) is defined as alternate work/study, cooperative education, or any other type of internship or practice that is an integral part of the established curriculum. The internship, practicum, or other related course is listed in the Grossmont Catalog as part of the course of study. The training is authorized for a specific job at a specific company for a specific semester.

Who is eligible to apply for CPT?

- Your major **requires** and offers an “internship class”
- You have completed 12 units (minimum) of major requirement courses
- You have been in F-1 status for nine months
- You are enrolled in a Grossmont College course that will carry academic credit and have a faculty member assigned to teach the course. (Please ask International Counselor for assistance.)

Note: Students who receive one year or more of full-time CPT are not eligible for Optional Practical Training (OPT).

How do I apply for CPT?

- Obtain a written job offer from a prospective employer. The job offer must be directly related to your degree program. The letter must list your hours and job description. CPT will be granted in one-semester intervals, requiring a new letter and enrollment in the proper course *each semester*.
- If you think you are eligible for CPT, make an appointment with an International Student Counselor. Bring this CPT Guide which includes the “CPT Sign-Off Sheet.” Complete the Sign-Off Sheet. Ask the International Student Counselor to sign it.
- Enroll in the appropriate “Internship” course.
- Bring the following to the International Admissions Office:

- _____ completed Sign-Off Sheet signed by counselor
- _____ receipt or copy of class schedule with enrollment in 12 units, including internship course
- _____ letter from prospective employer
- _____ original I-20
- _____ valid passport with F-1 visa and I-94 card

What do I do after I apply for CPT?

If your application is approved, you will receive a new I-20 showing the effective dates of your CPT. The endorsed (signed) I-20 authorizes you to begin your CPT employment. The employment may not begin until the new I-20 is created and endorsed (signed) by the International Admissions Specialist. You should allow two weeks for processing time from your initial appointment with the Counselor.

CURRICULAR PRACTICAL TRAINING (CPT) SIGN-OFF SHEET

For the Student:

After obtaining the International Counselor's signature below, please submit this CPT Sign-Off Sheet to the International Admissions Specialist along with the other necessary documents for final approval.

Name: _____ ID#: _____

How long have you been in F-1 status? _____

What semester do you wish to apply for CPT? Spring ____ Summer ____ Fall ____

Will you be working part time _____ or full time _____?

What is your declared major? _____

What is the major listed on your I-20? _____

Have you completed at least 12 units in this major? Yes ____ No ____

Name and address of prospective employer: _____

Phone _____ Fax _____

Describe proposed employment and how it is an integral part of your major field of study:
(If more room is needed, attach additional pages.)

For the Counselor:

I certify this student meets the requirements set forth by USCIS regarding Curricular Practical Training and that the above training is an integral part of the established curriculum for the student's major.

International Student Counselor _____ Date _____