

Curricular Practical Training (CPT) Instructions

ELIGIBILITY

You may apply for curricular practical training (CPT) when:

- The training is
 - related to and an integral part of your major program of study
 - temporary in nature
- You have been lawfully enrolled full-time in your program of study for at least one academic year (nine months)
- You are currently in lawful status
- Note: If you receive one year or more of **full-time** Curricular Practical Training (CPT), you become ineligible for any post-completion Optional Practical Training (OPT).

REQUIREMENTS

- **You must receive written authorization from the International Student Program office before you may begin your CPT.**
- Employment authorization is employer specific and requires an offer of employment.
- You may only work up to 20 hours per week during your required periods of enrollment, typically fall, winter, & spring quarters. However, you may work more than 20 hours per week during your annual vacation period (usually summer), whether or not you are taking classes.
- You must be enrolled for academic credit throughout the duration of the training.
- You must maintain good academic standing during Curricular Practical Training.
- Students who participate in 12 months or more of **full-time** CPT are ineligible for optional practical training.

AUTHORIZATION PROCEDURE

1. Meet with the International Student Program office.
2. Obtain a signed letter from your prospective employer **on company letterhead** that provides:
 - Name of firm
 - Nature of training, specifying that it is practical training
 - Type of position as part-time (less than 20 hrs/wk) or full-time (more than 20 hrs/wk)—full-time employment is only allowed during breaks.
 - **Beginning date** of training that must be a future date on or after the first day of the quarter. The beginning date must be after the day that the International Student Program office receives the letter because **authorization may not be given retroactively.**
 - Note: These dates become the **official beginning and ending dates** that will be listed on your new Form I-20.
 - **Ending date** of training that must be before the first day of classes for the next quarter unless you have been granted approval for multiple consecutive quarters.

Note: It is the student's responsibility to update the International Student Program office with employment dates and full or part time status changes.

3. At least **five** days prior to the beginning date of the training,
 - come to the International Student Program office
 - complete and submit:
 - Request for Approval of Curricular Practical Training
 - Letter from prospective employer (see example letter from employer)

The International Student Program office will review your request; if it is approved, you must return to pick up your new authorizing Form I-20 before you may begin your training.

Curricular Practical Training (CPT) Example Letter from Employer

March 5, 2008

YVCC International Student Program

RE: Student Name

To Whom It May Concern:

This letter confirms that Student Name will be employed as a Geotechnical Intern at ABCEngineers during the summer of 2008. This is part-time (20 hrs/wk), practical training commencing on April 29, 2008 and ending on August 29, 2008. Student will be employed at ABCEngineers' Redmond, WA location and will report to the Assistant Geotechnical Group Manager.

As a Geotechnical Intern, Student will be responsible for field data collection and documentation and assisting engineers with office and project-related tasks. He will also perform other related duties as assigned.

The nature of the training he will receive will fall under the category of Curricular Practical Training (CPT).

If you require additional information or have any questions, please do not hesitate to contact me.

Sincerely,

John B. Smith

John B. Smith,
HR Generalist
ABCEngineers, Inc.