



Curricular Practical Training (CPT)

CPT is considered short term employment that is an integral part of an established curriculum and directly related to the student's major field of study. It allows students to gain practical experience while in school and is authorized by the International Office.

Students are not permitted to engage in any employment prior to receiving their CPT authorization. Furthermore, students should not work more than the authorized amount of hours or beyond the timeframe indicated on the I-20.

The International Office authorizes CPT for internships and CPT for short term employment. Students who are participating in an unpaid internship or volunteer work do not need CPT authorization. Students who have been approved for 12 months of full-time CPT throughout a degree program, will lose their OPT eligibility.

Conditions and Limitations:

- Student must have been enrolled as a full time F1 student for one academic year prior to participating in CPT.
- Students must maintain a good record of full-time student status in a degree program (AA/BFA/BA/BS-12 units, MFA/MA-9 units).
- Students must be enrolled in a degree seeking program. Personal Enrichment students do not qualify for CPT.
- CPT must be PART-TIME, 20 hours per week or less during any Spring and Fall semester while enrolled in a full course load. Consequently, any internship or short-term employment must be in the SF Bay Area, unless the internship is during the summer and student is scheduled to resume onsite classes in the following Fall semester.
- CPT can be FULL-TIME during the summer semester only, unless summer is the last semester before degree completion.
- Students may be authorized for CPT only one semester at a time. If 2 consecutive semesters of CPT are desired, the student must complete a new application 2-3 weeks before the next CPT period begins.
- CPT can be authorized for internships and short term employment. If you have an internship or short-term employment offer or you are simply interested in applying for CPT, please contact your academic advisor or the International Office for additional information.
- USICS requires an internship under CPT be done for degree credit via the internship class when a student has met the university's academic requirements for the internship class and when there is room in the student's degree program, when a student does not meet the university's academic requirements for the internship class, or if there is no room in the degree curriculum, then CPT is issued without degree credit and the student is not required to enroll into the internship class.

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Curricular Practical Training (CPT) continued

Academic requirements for CPT for degree credit and for CPT as short-term employment without degree credit:

- **Undergraduates CPT for degree credit:**
- Student must have a cumulative GPA of 3.0 or higher.
- Student must have completed 90 degree units and are at Junior or Senior level of their degree program.
- EAP units do not count as degree units.

- **Undergraduates CPT as short-term employment not for degree credit:**
- Student must have a cumulative GPA of 2.5 or higher.
- BFA program - Student must have completed 66 degree units
- BFA2 and AA program - Student must have completed 36 degree units.
- EAP units do not count as degree units.

- **Graduate CPT for degree credit:**
- MFA program - Student must have a cumulative GPA of 3.0 or higher.
- MFA program - Student must have successfully passed midpoint review.
- MA program – no internship class available in MA program.
- EAP units do not count as degree units.

- **Graduate CPT as short-term employment:**
- MFA program – Student must have a cumulative GPA of 2.5 or higher.
- MFA program – Student must have completed 36 degree units. EAP units do not count as degree units.
- MA program – Student must have a GPA of 2.5 or higher.
- MA program – Student must have completed 18 degree units. EAP units do not count as degree units.

Job offer letter requirements:

- Offer is required to be on company letterhead, an email is not an acceptable format.
- Must state exact start and end date of employment.
- Must state the number of hours to be worked per week.
- Must state if employment is paid or unpaid.
- Job title and description of duties.
- Name and contact information of direct supervisor.