Curricular Practical Training (CPT) Application Guide

Eligibility	☐ Be in Active F-1 status ☐ Enrolled full time in Active status for one academic year (two semesters) immediately prior to CPT ☐ In good academic standing ☐ Have approval from academic personnel (i.e. faculty advisor, department chair, or graduate coordinator) from department of your major field of study ☐ Enrolled in an internship course or equivalent

CPT Application procedures:

1) **Get an Internship Offer and Letter**
   Campus resources for you to start your search for an internship include:
   - The Career Center
   - Engineering and Computer Science Career Services
   - College of Business Administration Graduate Career Services
   - University Enterprises

   Once you receive a position, your offer letter should:
   - Be on official company letterhead
   - Have a specific start date and a specific end date
   - Include the location where your work will be performed
   - Include the number of hours per week you will work
   - Include a description of your position duties
   - Be signed and dated by your employer

2) **Get Academic Approval**
   This process varies from department to department. However, academic departments may have an "internship contract form" or "internship approval form." It is advised that as soon as you are interested in CPT, you seek advice from your academic department about their internship application procedures. Some departments require 8 weeks or longer to review internship employers. Once the internship is approved, retain a copy of the approval form for your personal records. A copy will also need to be submitted to IPGE. Engineering and Computer Science Students registering for a full time Co-Op must follow the procedures on the ECS Career Services site.

3) **Register in a Fieldwork Course**
   You must be registered an internship, practicum, or co-op course through your major. Typically this is a 195 or 295 course. Most departments administratively enroll students after internship approval.

4) **Request CPT authorization through ISSS**
   After your enrollment is complete, submit a CPT Request through your ISSS Portal. You will be required to submit the following:
   - Job Offer letter (see criteria above).
   - Internship approval documentation from your major department (varies by department)
   - If you do not already have a Social Security Number and your CPT is paid, you will need to apply for an SSN prior to starting.

5) **Begin Your Opportunity**
Your ISSS advisor will review your materials and verify departmental approval. If approved, you will be issued a new I-20 with CPT authorization.

Requirements to maintain your F-1 status:
- The entire CPT approval process must be done before you begin your internship.
- You are only authorized to work at the location on your CPT authorization during the authorization period specified. Any work outside of your CPT authorization (e.g. at a different employer or outside of the approved dates) is considered unauthorized employment and you will be considered out of status.
- Opportunities that last for more than one semester require a separate approval for each semester.

Frequently Asked Questions

Q: What are the allowable start dates and end dates for each period of CPT?
A: Refer to the Academic Calendar: https://catalog.csus.edu/academic-calendar/

Term	Start Date	End Date
Spring	Day after Fall final exams end	Last day of final exams
Summer	Day after Spring final exams end	Day before Fall instruction begins
Fall	Start of Instruction	Last day of final exams

Q: When should I apply for CPT?
A: It is always best to plan at least 1 full semester ahead. You will need to find the position, get it approved through your department, get enrolled, then get CPT authorized prior to starting your opportunity. Because departments typically review internships during priority registration periods, you should have a job offer prior to then.

Q: What is the latest I can apply for CPT?
A: Departments typically stop approving internships after Census.

Q: Can I do CPT outside of my major?
A: No

Q: Can I change my CPT employer?
A: Maybe. Your academic department must first approve the change to the terms of your internship. Then you must seek an update to your CPT by seeing an ISSS advisor. If you are considering an employer change, contact ISSS for advice prior to switching.

Q: What is a Co-Op?
A: A Co-Op is the practice of alternating a student's studies with paid professional work related to their major. In other words, it is a full-time internship during an academic semester. Students are registered full time (9 units for Graduate students/12 units for undergraduate students) in Co-Op units.

Q: How much CPT can I do?
A: Sacramento State limits students to 3 total semester-periods of CPT. This includes a maximum of 1 full-time Co-Op. If students do more than 12 months of full time CPT in the same education level, they are ineligible for OPT.