

# Curricular Practical Training (CPT) Department Recommendation

Curricular Practical Training (CPT) is an employment authorization available to F-1 students where the practical training employment is considered to be an integral part of an established curriculum or academic program. Employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree (as defined in the degree catalog) or by an internship course. F-1 students who engage in **longer than 12 months of full time CPT become ineligible for OPT**. Students **may not** commence on CPT employment/ internship **until receiving a CPT I-20** which is authorized and processed by the International Office.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Current Status: F-1 J-1

Student's academic program (Major): \_\_\_\_\_ Degree Objectives: Undergraduate Graduate

Expected program completion/graduation date: \_\_\_\_\_ I-20 #: \_\_\_\_\_

(CPT must end prior to graduation)

**Please attach job offer to CPT request.**

Job Title: \_\_\_\_\_ Employer's (Company) name: \_\_\_\_\_

Employer's phone number: \_\_\_\_\_ Employer's(Company) e-mail: \_\_\_\_\_

Employer's (Company) Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ No. of hours/week: \_\_\_\_\_

## To be completed by program advisor:

1. Is student in good academic standing? YES NO
2. Is CPT required for degree completion? YES NO (Go to 2a)  
2a. If "NO", a proof of Internship related Course registration is required.  
Internship related Course Number and Title: \_\_\_\_\_ Unit Value: \_\_\_\_\_  
2b. If "NO" and if the Internship related Course is not available during **Summer**, student is required to register Internship related Course in the following **Fall** semester:  
Course Number and Title in **Fall**: \_\_\_\_\_ Unit Value: \_\_\_\_\_
3. Does the department **recommend** student to be employed **full-time** (20 hours +) YES NO  
(\*Only part-time CPT is granted while school is in session, exception for full-time CPT is only given to situations that **full-time** employment is **recommended** by programs for students to fulfill program requirements\*\*)
4. Please describe how the employment meets the above listed criteria \_\_\_\_\_  
\_\_\_\_\_

Program Advisor Name \_\_\_\_\_ Program Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone #: \_\_\_\_\_

For questions regarding the CPT application, please contact Fresno State,

International Office [international@mail.fresnostate.edu](mailto:international@mail.fresnostate.edu)

Reviewed January 2023

**FRESNO STATE**

International Office