F-1 Student Off Campus Employment

Curricular Practical Training (CPT)

UC **SANTA BARBARA**
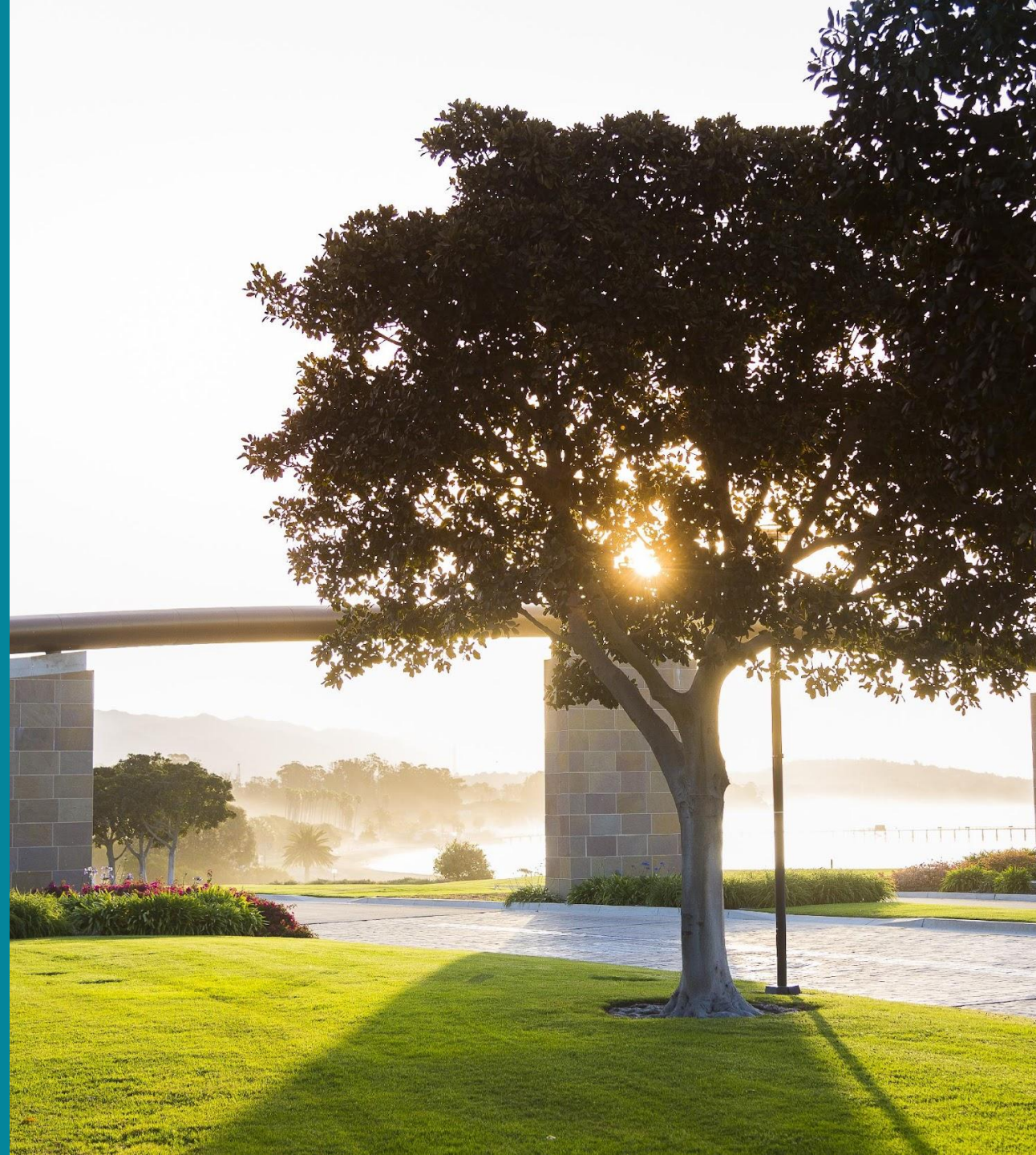Office of International
Students & Scholars

What is CPT?

- Curricular Practical Training is an F-1 authorization for any paid or unpaid Off Campus Employment.

- The purpose of CPT is to gain practical knowledge in your field of study.

- All F-1 students must receive CPT authorization before participating in any off campus work or risk violating their F-1 status.

- CPT is for working off campus pre-graduation while OPT is for post-graduation.

UC **SANTA BARBARA**
Office of International
Students & Scholars

Relation to Major

- Any off campus employment must be directly related to your major and must be processed through CPT.

- Around 90% of job duties should have a direct correlation to degree objectives.

- This is because the government only allows international students to work if it is considered a part of their education curriculum.

UC **SANTA BARBARA**
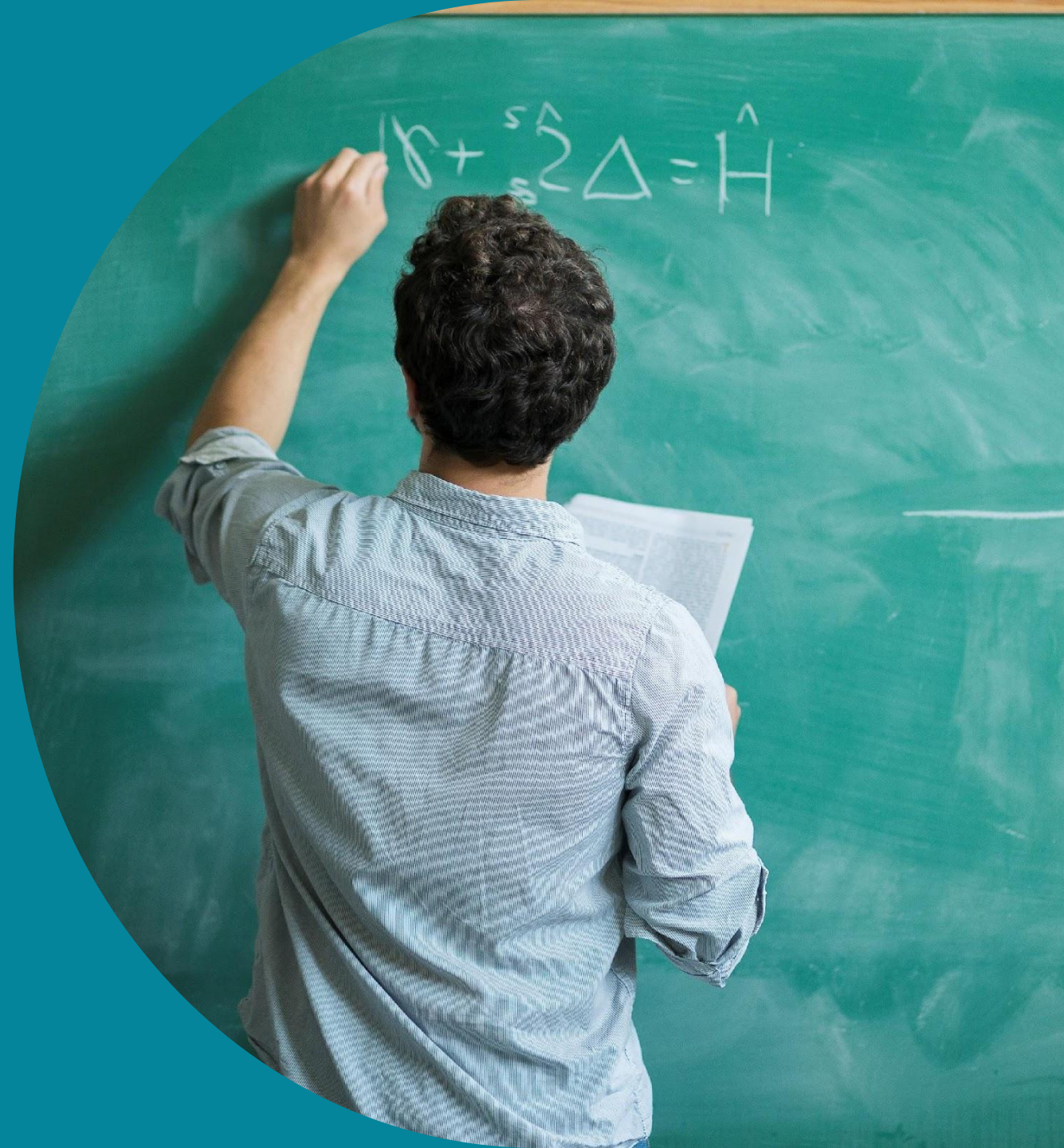Office of International
Students & Scholars

Eligibility

- Must be in F-1 status at time of application
- Minimum 2.5 GPA is required
- Completed 1 full academic year (9 months of consecutive full time study)
- Be enrolled full-time (not necessary for summer)
- Have not accumulated more than 12 months of full-time CPT at current education level if planning to apply for OPT

When to Apply

- CPT authorization is issued on a quarter to quarter basis

- A new application must be submitted for each term you will pursue CPT (Fall, Winter, Spring, Summer)

- OISS needs at least 3 weeks to process your CPT request

- Once you have gathered all required documents, you can apply for CPT

UC **SANTA BARBARA**
Office of International
Students & Scholars

Part-Time vs. Full-Time

- During the academic year (Fall, Winter, Spring quarters), CPT can only be part-time, less than 20 hours per week
- Some exceptions may be made for students participating in the UCDC program
- During the summer, CPT can be full-time, (20+ hours per week)
- If you accumulate 12 months of full-time CPT, you are no longer eligible for OPT
- Students may work 20 hours on campus as well as 20 hours on CPT per week.

Required Documents

- Log into UCSBGlobal -> Employment eForms for Enrolled Students -> Curricular Practical Training Request

- You'll be asked to enter your employment details and upload the following:

  - Job Offer

  - Advisor Letter

  - Proof of enrollment in a class requiring an internship.

UC **SANTA BARBARA**
Office of International
Students & Scholars

Job Offer

- Students must submit a valid Job Offer letter with their CPT application.

- This letter must contain specific information in order to comply with government regulations.

- Students might need to request that employers amend the original job offer letter in order to provide all required information.

- These requirements are listed in the CPT application and on the OISS website.

UC **SANTA BARBARA**
Office of International
Students & Scholars

Letter from Academic Advisor

- You are required to submit a letter from your academic advisor that includes a number of required details.

- This letter is designed to help prove that your employment is related to your major and is a required part of the curriculum.

- The OISS has a full list of letter requirements available within the CPT request eForm. Your department will most likely already be familiar with this letter.

Proof of Course Enrollment

- Connect with your major or academic advisor to determine eligibility to enroll in an internship course offered by your major department.

- You will be asked to upload a copy of your class schedule from GOLD showing your enrollment in an internship course.

- Most majors have an internship course available upon request and major advisors will know which course to recommend for you.

- Some departments have a limit on how many times you can participate in a CPT course.

UC **SANTA BARBARA**
Office of International
Students & Scholars

CPT Approval

- CPT Requests take 10 business days to process, although we recommend submitting the application at least three weeks before the start of your employment in case of any errors.

- Once approved, you will receive a new I-20 with CPT authorization.

- Please note that you cannot start working (even for training) until you have been authorized for CPT.

- Contact OISS in advance if you want to:

  - Change employers

  - Change or cancel CPT authorization dates

  - Extend CPT employment period

UC SANTA BARBARA
Office of International
Students & Scholars

Questions?

Comments?

Stay connected with us!

OISS is on the 3rd floor of the Student Resource Building

Shoreline Feedback Request

@UCSB_OISS