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.
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.
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
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.
- If you are working on-campus during the academic year and plan to pursue CPT as well, you cannot exceed 20 hours of work total per week between the two positions.
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.
• 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.
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.
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
Questions?

Comments?
Stay connected with us!
OISS is on the 3rd floor of the Student Resource Building

Feedback Request
Facebook.com/ucsbboiss
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