F-1 Guide to Curricular Practical Training

Preparing for off-campus internships while studying for your degree
F-1 students ALWAYS need employment authorization BEFORE beginning off-campus employment. Beginning off-campus employment without authorization is a serious violation of F-1 status and will lead to **Unlawful Presence**, including possible bars from the U.S. of 3-10 years.

What’s Curricular Practical Training?

- F-1 student employment benefit
- Approved by Berkeley International Office
- 2 consecutive full-time semesters
  - Allows off-campus work while studying
  - In your major field of study

Approved by Berkeley International Office

2 consecutive full-time semesters

Approved by Berkeley International Office

2 consecutive full-time semesters
Is CPT for me?

• I am an F-1 student at UC Berkeley

• I am enrolled in a UCB bachelor’s, master’s, or doctoral degree

• I have completed 2 consecutive semesters of full-time enrollment

• I am going to be engaged in off-campus paid or unpaid employment which is integral and directly related to my major

CPT cannot be used when a graduate student is in “filing fee status”
Application Process Overview

1. Secure a job or internship
2. Complete CPT Application Form (with Academic Advisor)
3. Enroll in Appropriate Course
4. Submit completed form & documents to BIO
5. Get BIO approval & New I-20
6. Begin Work When Authorized
Securing an Internship
Internship MUST be related to your major. Positions must be appropriate to your level of study and major. Retail sales, food service, and other unskilled positions will be denied.
F-1 Curricular Practical Training Verification Letter

Copy ALL TEXT below and print on Employer’s Business letterhead. Completed letter must include all text and provide completed answers to 1-12 (13-14 as needed.)

[Date]

To Berkeley International Office:

This letter is to certify the following F-1 student’s participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and the UC Berkeley International Office. The Employer agrees to provide the student an educational work-based learning experience directly related the student’s major field of study, fulfilling all or part of the student’s degree or internship course enrollment requirement.

1. Student Full Legal Name:
2. Company Name:
3. Company Address:
4. Student’s Job Title:
5. Student’s Job Description:
6. Dates of Employment:
7. Hours per week:
8. Salary (or indicate “unpaid”):
9. Supervisor’s Name:
10. Supervisor’s Job Title:
11. Supervisor Email:
12. Supervisor Telephone:

13-14 required only if Company name or address differ than physical worksite name and address, or if using 3rd party or staffing company.

13. Student’s Physical Worksite Name*:
14. Student’s Worksite Address*

[Employer Official Signature - handwritten signature]

[Employer Official Name]
[Employer Official Title]
Complete CPT Application Form
Curricular Practical Training (CPT) Request Form

*All fields on this form are required. Processing is 3 business days. DO NOT begin any employment until CPT has been approved and authorized on your I-20. Beginning or continuing employment without authorization is a serious violation of F-1 status. Expedite is not available and we are unable to back-date CPT start dates. INCOMPLETE applications may cause CPT to be DENIED or DELAYED.

1. Work with your academic adviser to complete Academic Adviser’s Recommendation sections of this form. This Academic Adviser’s Recommendation of the form MUST be completed by:
   - Declared Undergrads - Major Adviser ONLY
   - Undeclared Undergrads - Intended Major Adviser
   - Undergrads enrolled in Berkeley Global Internship of Career Center Independent U.S. Internship - Study Abroad or Career Center
   - Graduate Students- Faculty Adviser/Graduate Student Affairs Officer

2. Enroll in the appropriate course IN YOUR MAJOR DEPARTMENT in order to receive credit for CPT (required unless CPT is a degree requirement; see page 3).

3. Print your Cal Central “My Academics” page and attach it to this form if you are receiving course credit.
   - The “My Academics” page needs to show both your full name and your enrollment in the appropriate course.

4. Provide a Verification Letter from your employer. Your employer must print and complete the CPT Template Letter on page 3, on their company letterhead. CPT applications without the Template Letter will be DENIED.

5. Submit the CPT Request Form, proof of enrollment and offer letter to BIO.

6. Pick up your new I-20 at BIO 3 business days after submitting your complete CPT application.

### Student Information

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Family Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student ID Number:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

### CPT Employment Information

confirm all information below with CPT employer. This information should match your verification letter.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Company Name:</th>
</tr>
</thead>
</table>

[ ] Part-time (20 hours/week or less)
[ ] Full-time (more than 20 hours/week)

- Fall and Spring CPT dates must start no earlier than first day of semester instruction and end no later than the last day of finals.
- For all other cases, see “CPT by Semester” on page 4.

<table>
<thead>
<tr>
<th>Requested Start Date:</th>
<th>Requested End Date:</th>
</tr>
</thead>
</table>

(*dates must allow for three business day processing time)

### Academic Adviser’s Recommendation (Part 1)

- Undergrads - Major Adviser, Undeclared Undergrads - Intended Major Adviser, Graduates - Faculty Adviser/Graduate Student Affairs Officer

<table>
<thead>
<tr>
<th>Student’s Expected Degree Completion Date:</th>
<th>Has the student advanced to Ph.D. candidacy?</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>[ ] Yes*</td>
</tr>
<tr>
<td></td>
<td>* if yes, complete question 3 in Academic Adviser’s Recommendation Part 2</td>
</tr>
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<table>
<thead>
<tr>
<th>Major:</th>
<th>Level of Study:</th>
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<tr>
<td></td>
<td>Bachelor’s</td>
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Federal Regulations state that we may authorize CPT “that is integral part of an established curriculum”. At UC Berkeley, that integrality is defined by the work experience being either 1) a degree requirement for all students in the degree program OR that 2) the student is enrolled in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student’s degree program.

Select ONE of the following to explain how this CPT experience is an integral part of the student’s curriculum:

- [ ] This internship will fulfill a degree requirement that is listed on the Berkeley International Office website: [https://internationaloffice.berkeley.edu/students/employment/cpt](https://internationaloffice.berkeley.edu/students/employment/cpt)
- [ ] The student will be receiving course credit in the following course (course number required): __________
- [ ] COURSE ENROLLMENT SHOULD BE IN STUDENT’S MAJOR DEPARTMENT. (Exception Undergrads enrolled in Berkeley Global Internship or Career Center Independent U.S. Summer Internship) Applications with no explanation of alternate enrollment will be denied.
- [ ] IF COURSE ENROLLMENT IS NOT AVAILABLE IN STUDENT’S MAJOR DEPARTMENT - The student’s Major or Undeclared Intended Major Adviser must complete this form, and provide additional explanations in the Academic Adviser’s Recommendation Part 2 on the next page of this form. Question 1) Explain why student is unable to enroll in appropriate course credit within the Major department. Question 2) Explain how the alternate enrollment is directly related to the Major.
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Apply AT LEAST 3 business days before beginning work

<table>
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</tr>
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<td></td>
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</table>

- Fall and Spring CPT dates must start no earlier than first day of semester instruction and end no later than the last day of finals.
- For all other cases, see "CPT by Semester" on page 4. Complete question 4 in Academic Adviser's Recommendation Part 2.

Requested Start Date*: [ ]
(*Date must allow for three business day processing time)

Requested End Date: [ ]
Academic Year

Fall

Spring

CPT can start the first day of class and end the last day of finals

You must submit a new CPT application for each semester you work
Winter Break

Requests for full-time CPT during winter break must be an extension of CPT from the fall semester or early start to spring semester.
Summer

- You must be enrolled in a course
- The dates of the session you are enrolled in do not have to match your CPT work dates

Start of summer classes | Summer classes end | Day before fall classes start

Last day for students graduating in summer | Last day for students continuing in fall
Graduating in summer

Students with a summer completion date:

• Part-time CPT only

• Must be enrolled in additional course(s) that will count towards degree completion

• Must be on Summer degree list
How Many Hours Can I Work?

Fall and Spring semester
Part-time (maximum 20 hours per week)
*Graduate students who have advanced to candidacy are eligible for full-time work integral to their degree program during fall/spring semester

Summer
Up to full-time (20 hours or more per week)
*Different rules apply to students completing in summer
Request Academic Advisor Approval
1. Work with your academic adviser to complete **Academic Adviser’s Recommendation** sections of this form. This **Academic Adviser’s Recommendation** of the form MUST be completed by:
   - Declared Undergrads- Major Adviser ONLY
   - Undeclared Undergrads- Intended Major Adviser
   - Undergrads enrolled in Berkeley Global Internships OR Career Center Independent U.S. Internship- Study Abroad or Career Center
   - Graduate Students- Faculty Adviser/Graduate Student Affairs Officer

2. **Enroll** in the appropriate course IN YOUR MAJOR DEPARTMENT in order to receive credit for CPT *(required unless CPT is a degree requirement; see page 3)*.

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**Academic Adviser’s Recommendation (Part 1)**

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<td>[ ] Yes* [ ] No</td>
<td>[ ] Bachelor’s</td>
</tr>
<tr>
<td></td>
<td>* If yes, complete question 3 in Academic Adviser’s Recommendation Part 2)</td>
<td>[ ] Master’s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Doctoral</td>
</tr>
</tbody>
</table>

Major: __________________________________________

If Undeclared, Intended Major: ________________________________

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Federal Regulations state that we may authorize CPT “that is integral part of an established curriculum”. At UC Berkeley, that integrality is defined by the work experience being either 1) a degree requirement for all students in the degree program OR that 2) the student is enrolled in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student’s degree program.

Select ONE of the following to explain how this CPT experience is an integral part of the student’s curriculum:

- [ ] This internship will fulfill a **degree requirement** that is listed on the Berkeley International Office website:  
  https://internationaloffice.berkeley.edu/students/employment/cpt

- [ ] The student will be receiving **course credit** in the following course (course number required): __________

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**COURSE ENROLLMENT SHOULD BE IN STUDENT’S MAJOR DEPARTMENT.** *(Exception Undergrads enrolled in Berkeley Global Internships OR Career Center Independent U.S. Summer Internship)* Applications with no explanation of alternate enrollment will be denied.

**IF COURSE ENROLLMENT IS NOT AVAILABLE IN STUDENT’S MAJOR DEPARTMENT**- The student’s Major or Undeclared Intended Major Adviser must complete this form, and provide additional explanations in the **Academic Adviser’s Recommendation Part 2** on the next page of this form. **Question 1)** Explain why student is unable to enroll in appropriate course credit within the Major department. **Question 2)** Explain how the alternate enrollment is directly related to the Major.
1. Work with your academic adviser to complete Academic Adviser’s Recommendation sections of this form. This Academic Adviser's Recommendation of the form MUST be completed by:
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   - **Graduate Students**- Faculty Adviser/Graduate Student Affairs Officer

2. Enroll in the appropriate course IN YOUR MAJOR DEPARTMENT in order to receive credit for CPT *(required unless CPT is a degree requirement)*
Academic Adviser’s Recommendation (Part 2)

F-1 visa regulations state that an F-1 student may participate in a "curricular practical training program" that is "an integral part of an established curriculum" and "directly related to the student’s major area of study."

Work with your academic adviser to complete this section. Questions 1 & 2 are required for ALL CPT applicants.

Undergrads = Major Adviser; Undeclared Undergrads= Intended Major Adviser; Graduates = Faculty Adviser/Graduate Student Affairs Officer

1. Describe the academic objectives and requirements of the CPT course enrollment or the degree requirement. What academic deliverables or academic work is required to satisfactorily complete the course or degree requirement? (Advisers may need to consult with student and any participating faculty to determine this information.)

2. Explain how this CPT experience directly relates to the student’s current major area of study. (Advisers should review student’s verification letter for employment information and job description.):

3. If the student is a PhD Advanced to Candidacy, please explain how the employment experience is necessary or integral to the completion of the thesis/dissertation. If the PhD student is requesting full-time CPT in Fall/Spring, explain why full-time employment is required.

4. If the student is requesting CPT dates which begin or end outside the dates of the semester of CPT enrollment (examples: extension of Fall CPT, or early start to Spring CPT), please explain the academic reason that the practical training experience cannot be completed during the semester of enrollment, and why the additional time is needed.

I confirm that I have reviewed and approved the Curricular Practical Training plan as described in this form, that the work experience is directly related to the student’s Major, and is an integral part of the student’s degree program.

Adviser’s Name:         Adviser’s Email:   
Adviser’s Title:        Department:       Telephone:
Adviser’s Signature:
Date:
Get Course Credit
(or demonstrate degree requirement)

Course Credit

Examples: 97/99, 197/199, 297/299

Degree Requirement

Qualifying programs linked below

BIO CPT Website
CPT Course Information

• Academic course requirements will depend on the department

• BIO has no preference for the number of units – that is determined by your academic advisor or department
Course Enrollment

If you have declared a major, then your major department **MUST** complete the CPT form*

If you are a double major, then the form should be completed by the department that has enrolled you in the CPT course

*with rare exceptions. If you have questions see a BIO advisor!
Undeclared
Undeclared: CPT enrollment

- Must be with your intended major
- Not all departments will approve internships for undeclared students
- Summer options: Berkeley Global Internships OR Career Center Independent U.S. Internship
Enroll in Appropriate Course
Proof of enrollment

Print a copy of your Cal Central enrollment screen.

*unless the internship is a degree requirement

BIO CPT Website
You must be enrolled in a course at the same time as your internship – even in summer (*unless the work is a degree requirement)
Get BIO approval & New I-20
Submit Application to BIO

Berkeley

International Office

Curricular Practical Training (CPT) Request Form

All fields on this form are required. Processing is 3 business days. DO NOT begin any employment until CPT has been approved and authorized. Beginning or continuing employment without authorization is a violation of immigration law. Students are not available and we are unable to backdate CPT start dates. INCOMPLETE applications may cause CPT to be DENIED or DELAYED.

1. Work with your academic advisor to complete Academic Advisor’s Recommendation section of this form. The Academic Advisor’s Recommendation of this form MUST be completed by:
   - Declared Undergrad - Major Advisor
   - Undeclared Undergrad - Undergraduate Advisor
   - Undergrad enrolled in Berkeley Global Internships or Career Center independent U.S. Internship, Study Abroad or Career Center
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2. Enroll in the appropriate course in YOUR MAJOR DEPARTMENT in order to receive credit for CPT (required unless CPT is a degree requirement; see page 1).

3. Provide a Verification Letter from your employer. Your employer must print and complete the CPT Template Letter on page 3, on their company letterhead. CPT applications without the Template Letter will be DENIED.

4. Submit the CPT Request Form, proof of enrollment and offer letter to BIO.

5. Pick up your new I-20 at BIO 5 business days after submitting your complete CPT application.

Student Information

First Name: _______  Last Name: _______

Student ID Number: _______  Phone: _______  Email: _______

CPT Employment Information

Confirm all information below with CPT Employer. This information should match your verification letter.

Job Title: _______
Company Name: _______
Part-time (20 hours/week or less) _______
Full-time (more than 20 hours/week) _______

Fall and spring CPT dates must start no earlier than first day of semester instruction and end no later than the last day of Finals.

Requested Start Date: _______
Requested End Date: _______

Academic Advisor’s Recommendation (Part 1)

Undergrad: Major Advisor, Undeclared Undergrad - Undergraduate Advisor, Intended Major Advisor, Graduates - Faculty Advisor/Graduate Student Affairs Officer

Students’ Expected Degree Completion Date: _______
Has this student advanced to the Thesis/Doctoral level: YES NO
If yes, complete question 3 in Academic Advisor’s Recommendation Part 2

Major: _______
If Undeclared, Intended Major: _______
Level of Study: Bachelor’s Master’s Doctoral

Federal Regulations state that we may authorize CPT “that is integral part of an established curriculum.” At UC Berkeley, that integral part is defined by the work experience being either 1) a degree requirement for all students in the degree program or 2) the student’s enrollment in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student’s degree program.

Select ONE of the following to explain how this CPT experience is an integral part of the student’s curriculum:

This internship will fulfill a degree requirement that is listed on the Berkeley International Office website: _______

The student will be receiving course credit in the following course (course number required): _______

COURSE ENROLLMENT SHOULD BE IN STUDENT’S MAJOR DEPARTMENT. (Exception Undergrads enrolled in Berkeley Global Internships or Career Center independent U.S. Internship, Independent Student Affairs Officer with no explanation of alternate enrollment will be denied).

IF COURSE ENROLLMENT IS NOT AVAILABLE IN STUDENT’S MAJOR DEPARTMENT, the student’s Major or Undeclared Intended Major Advisor must complete this form, and provide additional explanations in the Academic Advisor’s Recommendation Part 2 on the next page of this form. Question 1) Explain why student is unable to enroll in appropriate course credit within the Major department, Question 2) Explain how the alternate enrollment is directly related to the Major.

BIO requires 3 business days to process your application
BIO Approval - New I-20

Department of Homeland Security
U.S. Immigration and Customs Enforcement

1-20 Certificate of Eligibility for Nonimmigrant Student Status

SEVIS ID: NO0011586190

NAME

SINNAME/MAIDEN NAME

GIVEN NAME

SUFFIX

PREFERRED NAME

PASSPORT NAME

COUNTRY OF BIRTH

COUNTRIES OF CITIZENSHIP

INCOMING/OUTGOING

ADMISSION NUMBER

CLASS

F-1

ADMISSION DATE

27 AUG 2019

ADMISSION TIME

12:00:00

PASSPORT NUMBER

PASSPORT EXPIRATION DATE

SEX

M

ACADEMIC AND

CUSTOMER INFORMATION

ATHLETIC STATUS

NOT APPLICABLE

BIOGRAPHIC INFORMATION

HEIGHT

WEIGHT

EYE COLOR

HAIR COLOR

CHANGE OF STATUS OR\nCAP/GAP EXTENSION

REASONS FOR CHANGE STATUS

RECEIPT NUMBER

BENEFIT START DATE/BENEFIT END DATE

CHANGEOF STATUS OR\nCAP/GAP EXTENSION

REASONS FOR CHANGE STATUS

RECEIPT NUMBER

BENEFIT START DATE/BENEFIT END DATE

OTHER AUTHORIZATIONS

AT WORK

STEPS TO REQUEST ADDITIONAL \nAUTHORIZED \nEMPLOYMENT

STEPS TO REQUEST ADDITIONAL \nAUTHORIZED \nEMPLOYMENT

OTHER AUTHORIZED EMPLOYER

EMPLOYER NAME

123 Market St, San Francisco, CA 94101

EMPLOYER LOCATION

EMPLOYER TENURE

EMPLOYMENT STATUS

FULL-TIME

EMPLOYMENT START DATE

04 JUNE 2020

EMPLOYMENT END DATE

MAY 2021

EMPLOYMENT TYPE

EMPLOYMENT ROLE

CONTACT INFORMATION

EVENT DATE

04 JUNE 2020

EVENT NAME

BIO Approval - New I-20

TRAVEL ENDOSURE

TRAVEL VISA NUMBER

ISSUING COUNTRY

DATE ISSUED

PLACE ISSUED

ISSUER

DATE

PLACE

ICE Form I-20 (AV2018)  Page 1 of 2

ICE Form I-20 (AV2018)  Page 2 of 3
You will not receive a new I-20 after your CPT period ends. The I-20 with expired CPT remains a valid document.

Working BEFORE or AFTER your approved CPT dates is a violation of F-1 status leading to Unlawful Presence and possible 3-10 year bars.
Social Security Number (SSN)

- A Tax ID number is required for everyone with paid employment.
- A Social Security card is not work authorization.
- Don't apply more than 30 days in advance of your CPT start date.
- Application instructions are found on the BIO website.

BIO SSN Website
Begin Work When Authorized
Final Takeaways

F-1 Students ALWAYS need employment authorization BEFORE beginning off-campus employment.

Students must submit a new CPT application for each semester they intend to work, even if they are continuing to work for the same employer.

Students must be enrolled in a course at the same time as their internship – even in the summer (*unless the work is a degree requirement)*.
CPT Limits

- If you use 12 months or more of full-time CPT at the same degree level, you are not eligible for OPT.

- Authorization for part-time CPT does not impact your eligibility for OPT.

- NOTE: Although there is no limit on part-time CPT, we have seen higher scrutiny of high CPT usage in general.

- BIO reminds you that CPT is intended for short-term, academic internships not ongoing off-campus work.

- If you have questions about this stop by BIO!
Berkeley
INTERNATIONAL OFFICE

BIO CPT Website

510-642-2818
internationaloffice@berkeley.edu

Office Hours: Monday-Friday
9 am - 12pm & 1:00pm - 4pm

Advising Mon, Tues, Thurs, Fri 10am-12pm & 1pm-4pm

*No advising on Wednesdays*