

## Curricular Practical Training (CPT) Request Form

### CPT I-20 Delivery

#### **IMPORTANT INFORMATION ABOUT BIO'S PROCESSING TIME AND DOCUMENT DELIVERY**

BIO's processing time for [student requests](#) is 5 business days (excluding weekends and holidays). Barring any technical issues, documents will be ready by 1p.m. on the fifth business day. Your request will be delayed if it is incomplete or requires additional follow-up.

Please choose **one** delivery option for your new document. Due to a high volume of student requests, we can offer only one delivery option per request.

**Email**

The SSA is now accepting electronic I-20s for SSN applications. Please print and sign the electronic I-20 and bring it to SSA to [apply for a SSN](#).

**USPS Airmail**

Free, no tracking number, can take anywhere from 1 to 4 weeks to arrive depending on location.

**Please let us know what your mailing address is (required):**

**Express Mail**

**Enter your order number here (required)\*:**

\*You must purchase your own label using ONLY the method described here:

[http://internationaloffice.berkeley.edu/express\\_mail](http://internationaloffice.berkeley.edu/express_mail)

**Pick up**

Appointments are not required for pick up. Please check our website for our Open Hours to pick up.

<https://internationaloffice.berkeley.edu/contact-us>

## Curricular Practical Training (CPT) Request Form

### Student Information

First Name:		Family 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:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested <b>Start Date:</b>	Requested <b>End Date:</b>	
CPT employment dates must overlap with the dates of the CPT enrollment or degree requirement semester. <b>Complete question 4 in Academic Adviser's Recommendation Part 2</b> if the CPT must begin or end in the semester break immediately <i>before or after the internship semester</i> .		
Is your supervisor an F-1 or J-1 student? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### The student must REVIEW AND CHECK all of the following *before* submitting form to BIO.

- I have completed **two full-time semesters** in active F-1 status. (OR I meet a *specific exception* listed on page p. 5.)
- My **CPT start date** is at least **5 business days** after the day I have submitted a *full and complete* CPT application to BIO.
  - BIO processing time is 5 business days. I understand that my CPT will not be expedited or backdated. Incomplete applications or those with start dates less than 5 business days in the future will cause delays or denial.
  - It is my responsibility to apply in a timely manner and negotiate an appropriate start with my employer.
  - CPT Start/End dates must match the dates listed on my employer verification letter.
- I have met with the appropriate academic adviser *and* have worked with that person to complete the **Academic Adviser's Recommendation** sections of this form. (*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.)
- I have 1) enrolled in the appropriate **course credit\*** in my major department for CPT **AND** 2) I have attached a **screenshot of the My Academics** page in Cal Central that shows my full name and my enrollment in the appropriate course. (\*OR **EXCEPTION**: I am completing a **Degree Requirement CPT** and proof of course enrollment is not required, as indicated below.)
- I have a **verification letter** from my employer that includes *all the information* required according to **Page 4** of this form.
- I will not begin any employment** until I have received my CPT I-20 *and* I will only work during the CPT dates listed on my CPT I-20. Beginning or continuing employment beyond the CPT authorization period is a serious violation of F-1 status.

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

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

Student's Expected Degree Completion Date:	Has the student advanced to Ph.D. candidacy? <input type="checkbox"/> Yes* <input type="checkbox"/> No * <b>If yes, complete question 3</b> in Academic Adviser's Recommendation Part 2)
Major: If <b>Undeclared</b> , Intended Major:	Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
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 <b>OR</b> 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.	
<b>Select ONE of the following to explain how this CPT experience is an integral part of the student's curriculum:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Degree Requirement</b>- This internship will fulfill a <b>degree requirement</b> for a program that is listed on the <a href="#">BIO CPT website</a> under "Degree Requirement CPT".</li> <li><input type="checkbox"/> <b>Course Credit</b>- The student will be receiving <b>course credit</b> in the following course (<b>course number required</b>): _____           <ul style="list-style-type: none"> <li>• <b>COURSE ENROLLMENT SHOULD BE IN STUDENT'S MAJOR DEPARTMENT.</b> (Exception Undergrads enrolled in <a href="#">Berkeley Global Internships</a> OR <a href="#">Career Center Independent U.S. Summer Internship</a> ) Applications with no explanation of alternate enrollment will be denied.</li> <li>• <b>IF COURSE ENROLLMENT IS NOT AVAILABLE IN STUDENT'S MAJOR DEPARTMENT-</b> The student's <b>Major or Undeclared Intended Major Adviser</b> must complete this form, and provide additional explanations in <b>the Academic Adviser's Recommendation Part 2</b> on the next page of this form. <b>Question 1)</b> Explain why student is unable to enroll in appropriate course credit within the Major department. <b>Question 2)</b> Explain how the alternate enrollment is directly related to the Major.</li> </ul> </li> </ul>	

## 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. **EXCEPTIONAL CASES: If the student is requesting CPT dates outside of standard semester dates**, please explain the academic reason that the employment cannot be completed during the semester of enrollment, and why the additional time is needed. **Further, if this CPT is a degree requirement but is happening outside of the standard internship cycle for your program**, please explain the academic reason that the employment cannot be completed during the standard time. Any exceptions should be due to academic necessity, not student or employer preference.

I confirm that I have reviewed and approve 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:

Types of signatures BIO accepts are listed here: [https://internationaloffice.berkeley.edu/students/request\\_forms](https://internationaloffice.berkeley.edu/students/request_forms)

Date:

## F-1 CPT Verification Letter

Copy ALL TEXT below and print on Employer's business letterhead with signature. Signatures may be hand-signed, digital or typed. The letter must have completed answers to 1-12.

If your letter is not on letterhead, or is missing any information from items 1-12, the request may be rejected or delayed.

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[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. Detailed Job Description *including clear descriptions of student's role, responsibilities, and duties. (Please attach an additional page if needed for full job description)*
6. Dates of Employment:
7. Hours per week:
8. Supervisor's Name *(Note: supervisor must not be an F-1 or J-1 student)*:
9. Supervisor's Job Title:
10. Supervisor Contact Information (Phone or Email):

**12-13 required only if Company name or address differ than physical worksite name and address, or if using 3<sup>rd</sup> party or staffing company.**

11. Student's Physical Worksite Name\*:
12. Student's Worksite Address\*

[Employer Official Signature- handwritten or official digital signature]

[Employer Official Name]

[Employer Official Title]

## Curricular Practical Training

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. CPT is an academic experience, and is not intended to be used for ongoing employment. See full eligibility criteria here on the [BIO CPT website](#). To obtain CPT, a student must:

- be in valid F-1 immigration status for at least **two full-time semesters** (1 academic year).  
**Exceptions to 1 Academic Year Requirement (Rare):** 1) Graduate students who have internship as a degree requirement *which must occur* prior to completion of 1 academic year. 2) Students who have changed from some other US visa status to F-1 student status and have been continually enrolled full-time for an academic year during the change of status period.
- secure a job offer directly related to the student's field of study
- get CPT authorization **before** beginning employment; authorization cannot be back-dated
- be enrolled for classes at UC Berkeley; CPT cannot be used when a graduate student is in "filing fee status"

Advisers at Berkeley International Office grant permission for CPT after establishing the student's eligibility and reviewing the application materials. If CPT is approved, the new I-20 is issued within 5 business days. The new I-20 will reflect the employer's information and authorization dates on page 2. The I-20 should be shown to the employer as evidence of work authorization.

If 12 months or more of *full-time* CPT is used, a student forfeits their Optional Practical Training eligibility (see the [BIO OPT website](#) for more OPT information). Accrual of part-time CPT does not affect eligibility for OPT. However, high usage of even part-time CPT can lead to increased scrutiny and risk when applying for OPT, visa applications, and other DHS benefits like H1-B petitions.

Be sure that you keep all records of your CPT, CPT I-20s, and the related academic work for your CPT.

CPT is not available after a student completes a degree program.

## Types of Curricular Practical Training

### 1) Degree Requirement

CPT may be authorized when an internship is a **requirement** of the degree program (i.e. *all* students in the program must complete the internship to obtain the degree). Authorization can be for full-time or part-time employment, depending on the academic department's requirement. Proof of course enrollment for this type of CPT is not required. Degree requirement CPT can only be used once (to fulfill the requirement) and should occur during the program's normal internship period.

**Eligible Programs:** Very few degree programs at UC Berkeley fit this eligibility category. See the [BIO CPT website](#) for programs at UC Berkeley that have been identified as requiring employment to graduate.

### 2) Course Credit

CPT may be authorized for students who enroll in a course that *requires* employment to earn a grade, or a course where students design their own research project based on the employment. Enrollment in the course must be concurrent with the employment. Authorization will be granted on a semester-only basis.

**Eligible Courses:** See the [BIO CPT website](#) for eligible CPT courses.

## CPT by Semester

### Fall and Spring Semester

During Fall and Spring semesters, CPT start dates should generally be no earlier than the *first day of the semester's instruction, and no later than the last day of finals*. Employment is limited to part-time (20 hrs/week or less) during the Fall/Spring semesters, unless the student is completing degree requirement CPT. Graduate students who have advanced to candidacy are eligible for full-time CPT during the Fall/Spring semester as long as the employment is integral to the completion of the thesis or dissertation.

### Exceptions for Extended CPT (early start or late end)

CPT employment must overlap with the internship enrollment or degree requirement semester dates. However, you may request a CPT start date that either begins or ends during the semester break immediately before or after the internship semester. Students whose internship dates extend into the semester breaks will need to have a legitimate academic reason for requiring a CPT start/end outside of normal semester dates.

### Summer

Students can enroll in an eligible course in any Summer Session (A-E) regardless of their Summer internship dates. Authorization can be granted from the day after Spring semester officially ends up to the day before fall classes begin, with exceptions if Summer is the first or last semester (see below). Full-time (21 hours or more per week) employment is allowed for all continuing students in the summer.

- If summer is the first or final semester of a student's degree program, CPT is limited to 20 hours per week.
- If summer is the final semester, CPT must end no later than the last day of Summer Session.