

## 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. 4. )
- 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. (\***EXCEPTION**: Proof of course enrollment is not required for **Degree Requirement** CPT, 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>	
<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".	
<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>	

## 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.**

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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 accep*

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[y.edu/students/request\\_forms](http://y.edu/students/request_forms)

Date: