

Applying for Curricular Practical Training

International students may apply for paid work that is “integral to the field of study.” This is an opportunity to gain practical experience in your major. Most international students take advantage of this during the summer, though it is available part time during the semester.

Eligibility:

- Must have been enrolled as full time degree-seeking student for two consecutive semesters.
- Employer specific – you must have a job offer.
- For a specific period of time.
- Part time (under 20 hours a week) while classes are in session or full time (over 20 hours a week) during breaks.
- CPT can only be authorized before graduation.
- **MUST BE AN INTEGRAL PART OF STUDY** - work must be related to the student's DECLARED major field of study.

Application Process:

- Get a letter from employer (on company letterhead) with **job title** and **start and end dates of employment**. Must include company name and address.
- Faculty advisor must complete *Academic Advisor's Recommendation Form for F-1 Curricular Practical Training*, below.
- Enroll in INT100 or INT200 through the Hameetman Career Center to ensure the curricular component. Only internships meeting the eligibility requirements for INT100 or INT200 will be considered.
- Make an appointment with IPO for authorization by DSO in the SEVIS system and a new I-20.

Paperwork submitted to the IPO for processing MUST include:

- Valid I-20, original, not photocopy
- Copy of signed and completed INT contract.
- Letter from Employer - must be typed on employer's letterhead; job title (and description) must be listed along with start and end dates of position.
- Approval from the student's Academic Advisor on the attached recommendation form.

Approval through the SEVIS system is required before beginning work. A new I-20 document, indicating DSO approval for curricular practical training, will be issued. This constitutes your permission to work.

Please note: Twelve months of full time CPT renders a student ineligible for optional practical training after graduation.

Contact the International Programs Office (McKinnon Center for Global Affairs Room 102) with questions! (323) 259-2533 or ipo@oxy.edu

