

# Curricular Practical Training (CPT) Department Recommendation

Curricular Practical Training (CPT) is an employment authorization available to F-1 students where the practical training employment is considered to be an integral part of an established curriculum or academic program. Employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree (as defined in the course catalog) for which academic credit is awarded. F-1 students who engage in 11 1/2 months of full time CPT become ineligible for OPT. This application form must be completed by the student and processed by ISSP before commencing CPT employment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Student ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Degree Objectives: Undergraduate Graduate Current Status: F-1

Student's academic program (Major): \_\_\_\_\_

Expected program completion/graduation date: \_\_\_\_\_  
(CPT must end prior to graduation)

### Please attach job offer to CPT request.

Job Title: \_\_\_\_\_ Employer's name: \_\_\_\_\_

Employer's phone number: \_\_\_\_\_ Employer's e-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ No. of hours/week: \_\_\_\_\_

### To be completed by program advisor:

1. Is student in good academic standing? YES NO
2. Is CPT required for degree completion? YES (Go to 2a) NO (Go to 2b)
  - 2a. If YES, does the department **require** student to be employed **full time** (20 hours +) YES NO
  - 2b. If NO, Internship related Course Number and Title: \_\_\_\_\_ Unit Value: \_\_\_\_\_
3. Does department have a separate CPT application (if so, please attach)? YES NO
4. Please describe how the employment meets the above listed criteria \_\_\_\_\_

Program Advisor Name: \_\_\_\_\_ Program Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

### For ISSP Office Use Only:

Job offer attached: \_\_\_\_\_ Dept CPT application attached: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*For questions or concerns regarding the CPT application, please contact California State University, Fresno's International Student Services: [intlstudentservices@csufresno.edu](mailto:intlstudentservices@csufresno.edu)*