

# F-1 Curricular Practical Training (CPT) Workshop

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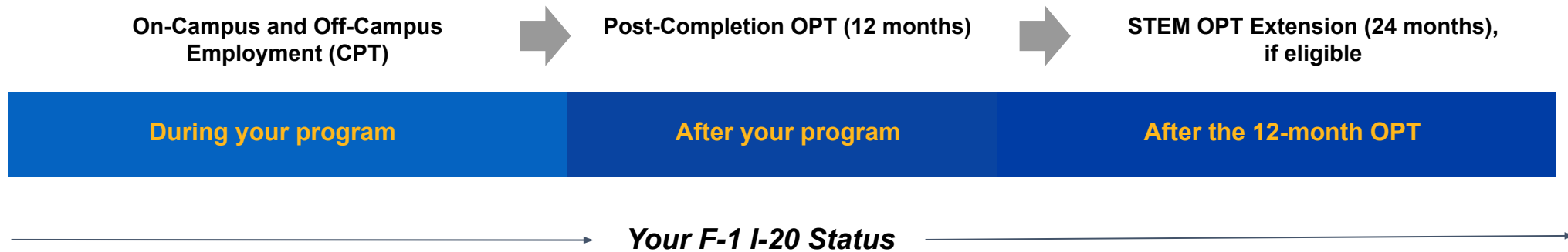


# F-1 Employment Overview & Options

During your program at UCR	After you complete your UCR program
<ul style="list-style-type: none"><li>• On-Campus Employment</li><li>• Off-Campus Employment<ul style="list-style-type: none"><li>○ Curricular Practical Training (CPT) authorization</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 12-month Post-Completion Optional Practical Training (OPT)</li><li>• 24-month STEM Optional Practical Training (OPT) Extension<ul style="list-style-type: none"><li>○ Only after the 12-month Post-Completion OPT</li></ul></li></ul>

In order to legally work in the U.S., you will need to make sure you have proper work authorization BEFORE working.

# Types of F-1 Employment Options





# On-Campus Employment

# On-Campus Employment

## Basic Information

- Employment on campus at UCR
- The on-campus position does NOT have to be related to your degree

## Do I need to apply for prior work permission from ISS to work on-campus?

- Do **NOT** need to receive prior permission or F-1 work authorization from ISS office

## Do I need to apply for an Social Security Number (SSN)?

- Student will need to apply for an SSN at a Social Security Administration office for any paid on-campus positions

# On-Campus Employment

## Working Hours

- **During Academic Term:** limited to part-time (20 hrs or less per week)
- **During Summer Break:** may do part-time or full-time (more than 20 hrs per week)

## What is the last possible date to participate in on-campus employment?

- On-campus employment authorization ends at the I-20 end date or at the end of your program at UCR (whichever comes sooner)
  - After your program ends, you will need to be authorized through OPT

# Where to Look for On-Campus Jobs

## UCR Handshake

UCR Handshake is a platform where you start your job search. It is a portal for employers who are interested in recruiting UCR students to post jobs, internship and other opportunities.





# Off-Campus Curricular Practical Training

# Curricular Practical Training (CPT)

## Basic Information

- CPT is a temporary off-campus F-1 work authorization issued by UCR ISS office during the program of study
- CPT allows students to gain practical training experience in their field of study
- CPT positions MUST be related to your major field of study
- CPT positions may include: Paid, Unpaid, or Volunteer
- Must be concurrently enrolled in an internship course

## **Do I need the CPT authorization *before* working off-campus?**

- **Yes!** You MUST receive F-1 CPT work authorization through UCR ISS office **prior** to starting your internship/work.

# CPT Eligibility



**Students must fulfill ALL criteria below to be eligible for CPT:**

Must be in valid F-1 status at UCR

- Must be enrolled in full-time units at UCR
  - (Grad Students Only) Students that are on filing fee status are not eligible for CPT
  - Generally, If you have an **approved (non-medical) Reduced Course Load (RCL)** for a specific academic term, your enrollment in that term is considered to be full-time for the purposes of this CPT requirement. If it is your final quarter, you should generally be enrolled in other courses in addition to the internship course.
- Must have completed one full academic year
  - Students who were issued a Transfer-Pending I-20 from UCR, may count their previously academic enrollment
    - Transfer student must have an I-20 with the same SEVIS ID number that they had at their prior school
    - Students who attended an English language program prior to attending UCR cannot use the time spent in the English language program towards CPT eligibility.
- Must have a job offer letter & the letter should be on employer's letterhead ([Sample CPT Letter & Employer Information](#))
- The job position must be directly related to the major field of study
- Must be concurrently enrolled in an approved internship course
- (Grad Students Only) If you will also be working part-time on campus (as a TA or GSR), check with Graduate Division and/or Department Advisor as it may affect your funding.

# Types of CPT

## Types of CPT

- **Degree Requirement CPT:** when a degree program requires the student to complete an internship in order to graduate.
  - Only certain UCR programs require internship to graduate.
    - For example, MBA program and Public Policy program
- **Non-Required Course Credit CPT:** when an internship is not a required part of the program but, the internship or work experience is integral to the student's program and is required to enroll in an approved internship course during CPT.

# Allowable Working Hours

## Working Hours

- **During Academic Term:** Limited to part-time (20 hrs or less per week)
  - Only exception is for PhD students who have Advanced to Candidacy and require full-time CPT during the academic term for the completion of the dissertation
- **During Summer Break:** May be authorized for part-time (20 hrs or less per week) or full-time (more than 20 hrs per week)

## CPT Impact on OPT

- 12 months of full-time CPT will cancel OPT opportunity
- Part-time CPT does not count towards OPT eligibility
  - *However, high usage of CPT may result in increased scrutiny during OPT applications and other visa applications.*



# Applying for CPT

## CPT Authorization Dates

- CPT is generally authorized per quarter
- To extend your CPT authorization, please submit a new CPT application for the new quarter. You will also need to enroll in the internship course for the new quarter.

# CPT Application Documents

## Undergraduate Students

*CPT Authorization  
approved per quarter*

- [CPT Request Form](#)
- Check with your academic advisor to determine your academic eligibility for an internship and enroll in the course. You must also complete the [Internship Request Form](#) on UCR Career Center website

## Graduate Students

- [CPT Request Form](#)
- Check with your department on steps to enroll in the internship course
  - Your department may or may not require you to complete the [Internship Request Form](#) on UCR Career Center webpage

Submit by email to [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)



# Job Offer Letter

## Job offer should include the following items

- Should be on official company letterhead
  - ([see sample letter](#))
- Job start and end dates
- Job Title
- Specify or explain your job duties/responsibilities
- Goals and objectives of the internship training program
- Working hours per week
- Supervisor's name and contact information (supervisor cannot be an F or J student)
- Employer address
- Employer Signature



# CPT Request Form

## Curricular Practical Training (CPT) I-20 Request Form

Section A: Student Information (To be Completed by the Student)			
Family Name:		Given Name:	
UCR Student ID:	Email:	Phone:	
U.S. Address:	City:	State:	Zip Code:
Degree Level: Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate <input type="checkbox"/>		Major:	
Are you currently employed on-campus? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many hrs. per week? _____		Which term is your final quarter? Year: _____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/>	

Section B: CPT Employment Information (To be Completed by the Student)	
CPT Quarter:	Year: _____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/>
Company Name:	Position Title
Company Address: Street Address: City Name: _____ State: _____ Zip Code: _____	
CPT Start Date:	CPT End Date: _____
How many hours per week will you be working? Hours per Week: _____ <input type="checkbox"/> Part-Time (20 hrs. or less per week) <input type="checkbox"/> Full-Time (more than 20 hrs. per week)	
I have read and understand the requirements of CPT. I certify that this internship opportunity is an integral part of my established curriculum and understand my responsibilities in relation to my CPT authorization. I understand that I cannot begin my internship before receiving my I-20 with CPT authorization dates and that I cannot engage in CPT with an employer other than the one indicated on my CPT I-20. I understand that my CPT authorization will be revoked if I withdraw from my internship course. I certify that this internship is directly related to my major at UCR and that I have not completed my program requirements.	
Student's Signature	Date of Signature



Student Completes



Student Completes

# CPT Request Form

Section C: Academic Department Review/Approval (To be Completed by the Advisor)	
Undergraduate Students = Academic Advisor, Graduate Students = Graduate/ Faculty Advisor	
Please select one to explain how this CPT experience is an integral part of the student's curriculum:	
<p><b>Degree Requirement:</b> I certify that this internship is a required part of the student's program. <u>All students</u> in the program are required to complete an internship in order to graduate as outlined in the course catalog. The internship is directly related to the students' major course of study.</p> <p><b>Non-Required Course Credit:</b> I certify that this internship is a non-required part of the program that is integral to the student's program of study (i.e. will contribute to student's research efforts) pursuant to a <u>credit-bearing course</u> with a practical training component (please enter the course information below). The internship is directly related to the student's major course of study.</p> <p>By signing this form, I certify that this student is academically eligible for an internship per our program/degree requirements and that it is <u>integral</u> to their major program of study, thus meeting Department of Homeland Security eligibility requirements for an off-campus internship.</p>	
Internship Course Title:	Quarter/Year:
Internship Goals:	How will the internship be evaluated? What academic deliverables are required for the internship?
Anticipated Program Completion Quarter/Year:	Has the student advanced to PhD candidacy? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If this is a PhD student who has Advanced to Candidacy, please explain how the CPT experience is integral to the student's completion of the thesis/dissertation. If the student is requesting full-time CPT during the academic term (Fall/Spring/Winter), please explain why a full-time internship is required.	
Advisor's Printed Name:	Department: Telephone number: Email address:
Advisor's Signature:	Date:
Office Use Only: Graduate Division Approval	
Graduate Division Representative Signature:	

← Advisor Completes

← Advisor Completes

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# CPT Application Documents

## Submit CPT documents to the ISS Office

- Offer Letter
- CPT Request Form
- Proof of enrollment in internship course
  - 198I, 298I **OR** 398I

Then

- ISS Advisor will review CPT documents
- ISS Advisor will email student with CPT I-20

### ***CPT Application Process***

***10-12 Business Days***

*\*This does not include time  
for internship course  
enrollment.*

**Submit to**  
**[internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)**

# CPT Application Process (Undergraduate Students)

## 1. Approval from Academic Advisor

- Complete CPT Request Form & obtain offer letter
- Get approval signature from your Academic Advisor

## 2. Enroll in Internship Course

- Contact your department on steps to enroll in the internship course
- Enroll in internship course (i.e. 198I)

## 3. Submit CPT Docs

- Submit completed CPT documents to ISS office
  - Email only
- [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)
- ISS office must receive forms to start approval process

## FINAL Receive Approval & CPT I-20

- ISS reviews and approves CPT Request
- ISS office issues CPT I-20
- Digital copy of CPT I-20 will be emailed

**IMPORTANT NOTE:** Students **MUST** receive CPT I-20 in order to begin internship/employment.

# CPT Application Process (Graduate Students)

## 1. Approval from Graduate Advisor

- Complete CPT Request Form & obtain offer letter
- Get approval signature from your Graduate Advisor

## 2. Enroll in Internship Course

- Contact your department on steps to enroll in the internship course
- Enroll in internship course (i.e. 298I, 398I)

## 3. Submit CPT Docs

- Submit completed CPT documents to ISS office
  - Email only  
[internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)
- ISS office must receive forms to start approval process

## FINAL Receive Approval & CPT I-20

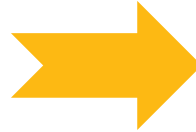
- **ISS and Grad Division** reviews and approves CPT Request
- ISS office issues CPT I-20
- Digital copy of CPT I-20 will be emailed

**IMPORTANT NOTE:** Students **MUST** receive CPT I-20 in order to begin internship/employment.

# CPT I-20

## *Proof of Work Authorization*

- Must receive CPT I-20 to start working
- CPT authorization is given per quarter
  - Internship Course Requirement
- Extending CPT for a new quarter requires a new CPT application



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

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: [REDACTED] (F-1) [REDACTED]

### EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 JANUARY 2019	30 MARCH 2019

### EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES			
CPT	07 JANUARY 2019 - 30 MARCH 2019			
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
[REDACTED]	07 JANUARY 2019	30 MARCH 2019	Riverside, CA	

### CHANGE OF STATUS/CAP-GAP EXTENSION

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### AUTHORIZED REDUCED COURSE LOAD

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### CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
07 JANUARY 2019	22 MARCH 2019

### TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		

## CPT Frequently Asked Questions (FAQs)

### **Do I need to apply for CPT if my off-campus internship is volunteer?**

- The primary purpose of a volunteer position must be charitable or humanitarian in nature, without remuneration or any other type of compensation.

### **Can I begin my internship while I'm waiting for my CPT authorization?**

- No. You MUST be approved for CPT and have the CPT I-20 before your internship begins. We cannot backdate CPT authorizations so, make sure to keep the application timeline in mind.

### **Can I change my job after I have been approved for CPT?**

- CPT I-20s are issued based on the approved position and dates. If you want to change jobs after you have been approved for CPT, this will require a new CPT application and a new CPT I-20.



# SSN

## Social Security Number (SSN)

**What is it?**

Assigned to individuals who are authorized to work in the U.S.  
Used to report wages to the U.S. government for tax purposes

**Are you eligible to apply?**

Must have an employment offer and/or CPT I-20 to apply for SSN.

**Where to apply?**

At your local U.S. Social Security Administration Office.

- <https://www.ssa.gov/locator/>

**How to apply?**

Please visit the [ISS SSN page](#)

## Where to Look for Off-Campus Jobs

- [UCR Handshake](#)
- [UCR Career Fairs](#)
- UCR School of Business - [International Student Resources](#)
- UCR Career Center - [How to Search for a Job](#)
  - Your Network
  - Online Job Search Sites
  - Direct Approach
  - Employment Agencies

## Beware of Employment Scams

Check out UCR Career Center's page on how to [Avoid Employment Scams and Fraud](#)

### Common Scams Themes:

- Sending you a check before you begin your job
- Asking you for payment for equipment, certification, training materials, etc.
- Overpayment scams
- Pyramid Schemes

### Be Careful:

- If an offer is too good to be true, it might be a scam.
- If posting does not indicate company information or it is difficult to find information on company
  - Do your research on companies before committing
- If company sends you an unexpected check and asks you to cash it in
- If company asks you to transfer money from one account to another
- Offers you an offer without interacting/interview with you

## How to Report Scams

- Make an appointment with an ISS Advisor at [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)
- If you suspect a position is fraudulent, please contact the Employer Relations team – [careerrecruiting@ucr.edu](mailto:careerrecruiting@ucr.edu) or 951.827.3631.
- If you believe you are the victim of fraud resulting from a job listing, please contact the local police as well <http://police.ucr.edu/>.

### Learn More

- [How to Avoid Scams and Fraud \(UCR Career Center\)](#)



# Pop Quiz

## POP QUIZ!

1. **What type of F-1 work authorization do you need in order to work on-campus?**
2. **I completed my CPT forms and submitted it to the ISS office. My internship starts tomorrow and my paperwork is pretty much done. Can I start working?**
3. **(True or False) To get an SSN, I do not need a job offer/work authorization.**
4. **Which office issues the SSN?**
5. **How many months of full-time CPT will cancel your OPT opportunity?**
6. **(True or False) I need to enroll in an internship course for CPT.**
7. **During the academic term, how many working hours per week are F-1 students limited to?**
8. **I completed my program and I have a job offer. Can I apply for CPT?**

# Helpful Resources

## UCR ISS - [Employment & Taxes Webpage](#)

### Government Resources

- [Study in the States - Training Opportunities in the U.S.](#)
- [Study in the States - Social Security Number \(SSN\)](#)
- [Study in the States- ITIN](#)
- [SEVIS - Practical Training](#)

## UCR Career Center

- [Career Center Homepage](#)
  - Virtual & Phone Appointments available
  - Email [careercounseling@ucr.edu](mailto:careercounseling@ucr.edu)
- [UCR Handshake](#)
  - Job search & make virtual appointments

## Who can help you?

### UCR International Students and Scholars (ISS) office

**Email** [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)

**Office Phone** 951-827-4113

**Office Hours** 10:00AM - 12:00PM, 1:00PM - 4:00PM

**Advisor Meeting** Advisors are working hybrid mode

- Email
- Phone
- Zoom
- On-Campus Meeting - Please schedule an appointment with the front desk ahead of time.





