CPT RECOMMENDATION FORM
CURRICULAR PRACTICAL TRAINING

CPT is an employment option available to F-1 students when the training (internship or employment) is considered an integral part of the established curriculum and directly related to the student's major. Training refers to paid or unpaid work/study experience, internships, or cooperative education. Signatures indicate agreement that the proposed training meets eligibility requirements outlined below and online at **international.caltech.edu/employment/f1-students**.

CPT ELIGIBILITY, HOURS, AND LIMITATIONS

- Not permitted to work until I-20 issued authorizing specific CPT dates
- Approved for a specific employer only and for a specific time period only
- May not change employers or extend training without prior authorization from ISP
- Does not affect eligibility for Optional Practical Training (OPT), unless you have completed 12 months of full-time CPT
- Students may use CPT after completion of one academic year and prior to program completion
- PhD students must complete CPT prior to thesis defense
- BS and MS students must complete CPT prior to Last Day of Classes within their final academic term.
- Must complete 3 consecutive terms to earn 1 term off for Full-Time CPT

APPLICATION PROCESS

- Obtain a job offer letter from hiring employer on letterhead. Do NOT send Contract. Letter must include:
    - Student's Name
    - Job Start Date + End Date, and Job Description (briefly - how the training relates to major field of study)
    - Full-Time or Part-Time ("part-time" is a maximum of 20 hours per week)
    - Number of Hours Per Week, ONLY if seeking Part-Time CPT Authorization

- Combine Job Letter <u>and</u> CPT Recommendation Form into <u>one</u> PDF. Submit to Dean's office (2 – 4 weeks for decision)
- Graduate students also submit a Grad Office Petition (consult Grad Office directly to learn more)
- If approved, ISP will issue a new I-20 with CPT authorization (allow 2 – 3 business days for I-20 issuance)

STUDENT REQUEST

Student Name _____   Employer Name _____

Job Start Date _____   Job End Date_____   Work Address _____

☐ Full-Time, or   ☐ Part-Time w/ _____ Hours/Week   City _____ State _____ Postal Code _____

☐ Remote Work, or   ☐ In-Person Work

Student's statement of how work is related to current course of study:

_____

_____

_____

PHD ACADEMIC ADVISOR RECOMMENDATION

Name _____   Signature _____   Date _____

DEAN'S APPROVAL

Graduate Studies Office (MS/PHD)   Signature _____   Date _____

Undergrad Dean's Office (BS)   Signature _____   Date _____