

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 degree 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 full 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 and CPT Recommendation Form into one PDF. Submit to Dean's office.
- Graduate students also submit the Internship Petition required by the Graduate Office (Allow 2 – 4 weeks for decision)
- Once 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 explanation of how work is related to current program of study: _____

ACADEMIC ADVISOR RECOMMENDATION

Name _____ Signature _____ Date _____

DEAN'S APPROVAL

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

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