

Curricular Practical Training for F-1 Visa Students

Curricular Practical Training (CPT) is defined as employment which is an integral or important part of your curriculum, including: internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. F-1 international students studying at De Anza may enroll in a Co-op Education course in conjunction with approval from the International Student Programs for “Curricular Practical Training” (CPT) – an employment benefit for F-1 student. *This is a great opportunity to gain practical experience!*

Eligibility Requirements: (New policy)

- ★ **Students who transfer from another U.S. institution must complete one quarter at De Anza College with at least 12 units as undergraduate enrollment before be eligible for CPT in their second quarter. (No Exception!)**
 - F-1 visa student and has maintained full-time F-1 status for at least one full academic year*
 - At least 18 years old
 - In good academic standing (minimum 2.0 GPA)

**Note: If you have recently been approved by USCIS for a change of status to F-1 from a non-B visa type, and have maintained full-time enrollment for the past one full academic year prior to approval, you may be eligible for internship. Check with the International Student Advisor.*

What student needs to prepare to apply for Co-op/CPT:

- Attend the practical training or employment workshop offered by the International Student Programs (ISP) one quarter in advance
- Check your F-1 eligibility with the International Student Advisor
- Find a job that is related to your major field
- Speak to the Co-Op Education Coordinator about their requirements, and fill out a Co-Op registration form

Submit the following documents ISP for Curricular Practical Training authorization:

1. Copy of student’s original signed Form I-20
2. **TWO original** letters of employment from the employer (on company letterhead) – *See Sample Letters!*
3. Co-op Form pre-approved by the Co-op Coordinator

Other important information you should know before you decide to apply for Co-Op/CPT:

- Work **must** be related to field of study or major.
- **Must** be registered for a Co-Op class (1-4 units) simultaneously during the same quarter as CPT.
- The Co-Op course unit can be counted toward your full-time load at De Anza or Foothill.
- Co-Op/CPT can **only** be approved on a quarterly basis.
- If you want to continue your internship the next quarter, you must apply again at least 3 weeks before next quarter begins, following the same procedure.
- A student can engage in Co-Op during summer vacation. Student must be enrolled in minimum units in the summer session to be eligible for Curricular Practical Training.

**You may not begin your employment until all paperwork has been approved by
Office of International Student Programs and Co-Op Education Department**

Part-Time vs. Full-Time Curricular Practical Training

- **Part-Time Training**
Employment for 20 hours or less per week while you are also enrolled for classes is considered "part-time" curricular practical training. The employment authorization that will appear on your I-20 should therefore specify permission to engage in "part-time" training and you must be careful to limit your work to no more than 20 hours per week.
- **Full-Time Training**
Employment for more than 20 hours per week is considered "full-time" curricular practical training and the employment authorization on your I-20 should, in this case, specify permission to participate in "full-time" training. There is no limitation upon the length of time you may participate in full-time curricular practical training but if you participate for twelve months or more, you will not be eligible for any type of optional (including post-completion) practical training.



Letter #1

FOR INTERNATIONAL STUDENT PROGRAMS:
SAMPLE LETTER FROM EMPLOYER (Required for CPT)

Date

U.S. Department of Homeland Security,
U.S. Citizenship and Immigration Services

To Whom It May Concern:

This letter is written to support Ms./Mr. Name of Student's application for part-time/full-time (number of hours) Curricular Practical Training.

(Name of Student) has been offered a position as a (occupation/job title) at (name of company) beginning on (date student is to begin employment) until (last day of employment). (Name of student)'s duties will include (provide a brief description of duties, relating the task(s) performed to the student's field of study).

(Name of company), therefore, respectfully request that (name of student)'s application for curricular practical training be granted.

Sincerely,

(Name and Title of Company Officer)



Letter #2

FOR COOPERATIVE EDUCATION PROGRAM:
SAMPLE LETTER FROM EMPLOYER (Required for CO-OP)

De Anza Community College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

Cooperative Education Program

To: Whom It May Concern

This letter is to confirm that (STUDENT'S NAME HERE) has been awarded a paid internship with this organization. The student's commitment is for (X number of hours per week), with a total of (X number of hours) for the _____ Quarter of 200_.

If you have any questions, feel free to contact me, or the Human Resource Department of this organization at (XXX) XXX-XXXX.

Thank you,

Signature of person here
(TITLE) of the person and the X organization or department