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# Curricular Practical Training for F-1 Students

**LACC: International Students Program**

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# Important Terms

- **DSO:** Designated School Official – International Student Advisor
  - **USCIS:** US Citizenship and Immigration Services
  - **CPT:** curricular practical training
  - **OPT:** optional practical training
  - **EAD:** employment authorization document (card)
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# Practical Training: Two Types

- An F-1 student may wish to find an internship or short-term employment to gain practical experience in the field of study.
  - To obtain permission for this type of employment authorization, the USCIS permits an F-1 student to seek authorization for **practical training**.
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## Overview:

# Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is an off-campus employment option available to F-1 students when the training (i.e. 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.

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# Time

- CPT can only be used *during* a student's program of study.
  - CPT approved for part-time (20h or less per week) or full-time (20+ hours per week). Full-time CPT granted for summer semester only.
    - Students who use **12 full months** of **full-time CPT** become ineligible for OPT under US immigration law
    - Use of **part-time CPT** does not affect OPT
  - Consider applying for pre-completion OPT if your degree program is not eligible for CPT
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# ELIGIBILITY

- You are eligible for CPT if:
    - Lawfully enrolled as a full-time student for one academic year (fall + spring semester)
    - You will earn your degree from LA City College
  - Must have an employment/training offer related to your major area of study
  - Students who have completed their program requirements and are merely delaying graduation to make use of CPT are NOT eligible.
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# ELIGIBILITY

- Students authorized for **part time CPT** (20 hours or less per week) must be enrolled in a minimum of 9 credits for graduates and 12 credits for undergraduates each semester they engage in CPT. Students authorized for **full time CPT** (more than 20 hours per week) must be enrolled in at least one credit hour each semester they engage in CPT.
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# CPT Employment Duration & Limitations

- Approval granted each semester.
  - You must reapply prior to each semester if interning multiple semesters.
  - Not permitted to work until you receive an I-20 authorizing specific CPT dates
  - Approved for a specific employer and a specific time period
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# APPLICATION PROCEDURE

- Obtain detailed offer letter (see template)
  - Meet with your Department Chair/Dean and/or Instructor; request that s/he complete the CPT Signature Page
  - Upload application to [CPT FORM](#)
  - Pick up CPT I-20 after you have been notified via email by ISP.
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# APPLICATION PROCEDURE

- Obtain an Social Security Number (paid internships only)
  
  - **DO NOT START THE INTERNSHIP BEFORE YOU ARE AUTHORIZED FOR CPT by the International Student Program!**
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# IMPORTANT!

An F-1 student pursuing recommended – not required - CPT **can hold** a concurrent, part-time, on-campus job during the fall and spring semesters. Total number of hours worked per week cannot exceed **twenty** during the fall and spring semesters!

This does not apply to Summer CPT.

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# IMPORTANT REGULATION

CPT employment authorization is strictly regulated under US federal immigration law.

Working at your internship before the CPT start date on your I-20 or continuing internship employment (paid or unpaid) after the CPT authorization end date on your I-20 IS A SERIOUS VISA VIOLATION AND CAN RESULT IN A LOSS OF YOUR F-1 VISA STATUS.

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# SOCIAL SECURITY NUMBER (SSN) & TAXES

- If you find PAID employment or if you are approved for OPT or Severe Economic Hardship, you will need to apply for a Social Security Number through a Social Security Administration Office: <http://www.ssa.gov/>
  - When you find employment, you will need to file taxes for every year you work. If you need assistance, seek a tax accountant. Form you may need:
    - Form 1040EZ or 1040NR (Income Tax Return)
    - Form 8843 (statement for Exempt Individuals)
    - Form 843 (refund for Medicare & Social Security)
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# Submit

## CPT Applications

- Obtain a hire letter from your employer.
  - Complete CPT Signature Page with your Dept. Chair or Dean.
  - Complete the CPT Online FORM
  - Forms are located:  
[www.lacc.edu/student-services/spr/  
international/our-services/forms](http://www.lacc.edu/student-services/spr/international/our-services/forms)
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