

Curricular Practical Training (CPT) Policy

1. What is CPT?

Curricular Practical Training (CPT) is a form of off-campus work authorization for eligible F-1 international students. It allows students to participate in paid or unpaid training opportunities that are:

- Directly related to their major field of study, and
- Academically integrated into their degree program.

CPT is not a general work permit. It must be completed before program completion and is designed to enhance classroom learning through structured, supervised, practical experience.

2. Eligibility

To qualify for CPT at the University of La Verne, students must meet all of the following requirements:

- **Valid F-1 Status**
 - Must have maintained full-time enrollment in valid F-1 status for at least one full academic year (two semesters) in the current degree program at ULV.
 - Exception: Graduate programs that *require* immediate training (internship/practicum) may allow earlier CPT with academic program documentation.
- **Transfer & Leave Students**
 - Transfer students starting a new program at ULV are generally not CPT-eligible in their first semester.
 - Students returning from a leave of absence must complete one academic year of full-time enrollment at ULV before regaining eligibility.
- **Course Enrollment Requirement**
 - CPT must be tied to a credit-bearing course or be a required component of the degree program.
 - The course must be taken in the same semester as the CPT.
 - Students must remain enrolled and successfully complete the course to maintain authorization.
 - Incomplete (I) or In Progress (IP) grades are not permitted in CPT courses, as all coursework must be completed within the same term.
- **Graduate Thesis/Dissertation CPT**

- Graduate students may qualify for CPT during thesis, dissertation, or research phases if:
 - The training directly supports their academic research,
 - It is clearly related to the degree program, and
 - Their faculty advisor provides written endorsement.

3. Work Requirements

CPT employment must meet these conditions:

- **Direct Academic Connection**
 - The training must be directly related to the student's major and degree level.
 - Positions in retail, food service, or unskilled labor will not be approved.
- **Employer & Supervision**
 - Employer must have a verifiable U.S. business presence.
 - Training must include supervision by an individual not in F-1/J-1 status.
- **Prohibited Work**
 - Self-employment, freelance work, independent contracting, or 1099 arrangements are strictly prohibited.
 - Students may not work as consultants or in gig-based/contractor roles.
- **Location Rules**
 - All CPT activity must take place inside the U.S.
 - Students must physically reside in the U.S. during CPT.
 - Remote CPT is permitted only if:
 - Both the student and employer are located in the U.S., and
 - The remote nature of the job is described in the job offer and CPT application.
- **Work Hours**
 - Part-Time CPT = 20 hours/week or fewer (fall & spring semesters).
 - Full-Time CPT = more than 20 hours/week; permitted only:
 - During official breaks (e.g., summer or January term),
 - In the final semester with an approved Reduced Course Load (RCL), or
 - When full-time training is required by the program.

4. OPT Considerations

- 12+ Months of Full-Time CPT at the same degree level makes a student ineligible for OPT.
- Part-Time CPT does not affect OPT eligibility, but excessive CPT use may raise scrutiny in future immigration applications (OPT, H-1B, etc.).

- Students should use CPT strategically and retain all CPT records for future use.

5. Application Process

CPT authorization is employer, location, and date-specific and must be renewed each semester. Employment cannot begin until the CPT I-20 has been issued. CPT cannot be backdated.

Step 1: Secure a Job Offer Letter

The offer letter must include:

- Job title and brief description of duties (must relate to the student's major),
- Start and end dates (must align with semester/session dates),
- Estimated weekly hours,
- Employer name, address, and contact details,
- Whether the role includes any remote work (if applicable).

Step 2: Enroll in a CPT-Eligible Course

- Register for the associated internship/practicum/research course.
- Provide proof of enrollment (class schedule, registration confirmation).

Step 3: Submit the CPT Application

Send a complete application to international@laverne.edu, including:

- [CPT Request Form](#) (signed by student and program chair),
- Job offer letter,
- Proof of course enrollment.

Step 4: Wait for Review and I-20

- Standard processing time up to 3 business days from submission of a complete application.
- Students are encouraged to apply at least 2 weeks before the intended CPT start date.
- Errors, missing info, or late submissions can cause delays.

6. After Approval: Maintaining Status

Once CPT is approved and the updated CPT I-20 is issued:

- **Do Not Begin Working Until Authorized**
 - You may only work on or after the CPT start date listed on your I-20.
- **Work Only Within Authorized Terms**
 - Employment is limited to the specific employer, location, dates, and number of hours authorized.
 - Any changes require new approval from ISSA before they take effect.
- **Stay Enrolled and Complete Your Course**

- You must remain enrolled and complete the associated CPT course.
 - Dropping, failing, or receiving an Incomplete may terminate CPT authorization and jeopardize status.
- **Maintain your F-1 Status**
 - Continue full-time enrollment (or part-time with approved RCL).
 - Keep passport, I-20, and all immigration documents valid.
- **Keep Records**
 - Retain copies of all:
 - CPT-authorized I-20s,
 - Job offer letters,
 - Academic endorsements.
 - These may be required for OPT, H-1B, or visa renewals.
- **Social Security Number (SSN)**
 - If the job is paid and you do not yet have an SSN, you may apply no earlier than 30 days before your CPT start date.
 - An updated CPT I-20 is required for the SSN application.
 - Plan ahead, as SSA offices may require appointments and experience processing delays.