



## Curricular Practical Training (CPT) for F-1 Visa Holders

You may apply for Curricular Practical Training (CPT) for work experience directly related to your field of study while you are still a student. CPT is used for all required internships (paid or unpaid, class or no class), or other work experience requirements as part of your academic program. Woodbury University's International Student Advisors can authorize CPT if you meet the following conditions:

### Requirements for Curricular Practical Training (CPT)

- Enrolled full time in degree level for at least two semesters.
- Have a job offer that your academic department verifies is practical work experience in your field of study.
- Get approval and fulfill all responsibilities with the academic department as necessary.

Part-time CPT is for 20 hours or less per week. CPT is approved for one semester or up to one year. If necessary, a subsequent segment of CPT may be added to the record. Continued use of part-time CPT **will not** affect the length of your post-completion or pre-completion OPT.

Full-time CPT is for more than 20 hours per week. If you use full-time CPT for one full year (365 days exactly), you will lose Optional Practical Training for that degree level. However, per institutional policy, we do not authorize the use of full-time CPT except for summer, winter, and spring breaks. Full-time CPT during the fall and spring semesters is NOT permitted.

Please note that international internships (internships not on U.S. soil) do not require CPT.

### Application steps for Curricular Practical Training (CPT)

1. Have your academic/faculty advisor complete the CPT Endorsement Form (attached). This form and other academic departmental authorizations must be completed before a Woodbury University International Student Advisor can recommend CPT.
2. Meet with International Student Advisor to request CPT. You can make an appointment by calling (818) 252-5232.
3. Bring the following to the appointment:
  - CPT Endorsement Form completed and signed by your academic/faculty advisor;
  - Proof of registration for the class entered on the CPT Endorsement Form (if internship is NOT required).
  - Job offer letter
4. You will receive an updated I-20 for CPT from the International Student Advisor.
5. Show the CPT I-20 to your employer before you start working.
6. **Note:** To extend the CPT authorization, you must repeat the CPT application procedure. To prevent a break in employment eligibility, apply at least *one month* before your current CPT authorization expires.

If you have questions, please contact an International Student Advisor at (818) 252-5265

**Required CPT:** Students may engage in off-campus practical training to fulfill a required work experience or internship component that is part of their major.

- Students are strongly advised to complete their required work experience prior to the completion of all coursework for their major.
- Should students wish to complete their required internship/work experience **after** they have completed all other coursework for their major, they may have one semester or one summer, whichever is applicable, to complete their work experience/internship requirements for their major. However, students must be enrolled in at least one 3-unit course to maintain their F-1 status and apply for a "reduced course load authorization" with the International Student Advisor, as F-1 students are required to maintain a minimum course load of 12 units for undergraduates, and 6 units for graduates.

**Optional CPT:** Students may have the option to complete CPT without a required internship or work experience embedded in their major under the following conditions:

- Student's major has a credit-based internship (CPT course) offered
- Student is in their third academic year (junior)
- Student may only be employed through optional CPT for **one calendar year**

Students will be required to pay for a one-credit internship course for optional CPT, so please be prepared.

**F-1 STUDENTS CURRICULAR PRACTICAL TRAINING (CPT) ENDORSEMENT FORM**

To be completed by the academic/faculty advisor:

This information is needed to process the student's request for curricular practical training. This employment may be either required (for academic credit) or an optional component of the student's curriculum.

Academic Faculty/Advisor Name: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Student Name: \_\_\_\_\_

This student has been offered employment with the following company:  
Employer (Company Name): \_\_\_\_\_  
Full Mailing Address/Location: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Full Name: \_\_\_\_\_  
Supervisor's Phone Number: \_\_\_\_\_  
Supervisor's Email Address: \_\_\_\_\_  
Beginning & Ending Dates (or minimum amount of hours required): \_\_\_\_\_  
Number of Hours per Week: \_\_\_\_\_

This employment is a/an:  
Internship: \_\_\_\_\_ Practicum: \_\_\_\_\_ Other: \_\_\_\_\_

As part of the student's academic program, employment is:  
Required: \_\_\_\_\_ (student may or may not register for a course) Course number: \_\_\_\_\_  
Optional: \_\_\_\_\_ (student must register for credit-bearing course) Course number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Academic/Faculty/Career Advisor

\_\_\_\_\_  
Date

