CURRICULAR PRACTICAL TRAINING REQUEST INSTRUCTIONS

Curricular Practical Training (CPT) is authorized by academic term. You must apply for CPT (new or extension) by scheduling an appointment (call 408.551.3019) to submit all required materials to ISS. Incomplete applications will not be accepted and students will be required to re-schedule once their application is complete. Please plan ahead and allow an average of 20 business days (M-F) for scheduling as appointment times are limited and generally fill up quickly. As a reminder, you may not begin employment prior to receiving CPT authorization from ISS.

Eligibility requirements for CPT include:
- Being in valid F-1 status.
- Completion of three consecutive quarters, or two consecutive semesters for Law students, of full-time enrollment. Terms completed at Santa Clara University in a status other than F-1 may count.
- You must remain enrolled full-time while doing CPT, except during the summer term, or during your final term if you have submitted an approved Reduced Course Load form for final term to ISS.
- Job tasks and responsibilities of the training must be directly related to your major field of study.
- On-site supervision.

Items required for CPT authorization include:
- A completed CPT Cooperative Agreement with all applicable signatures. Do NOT write "see attached" or attach documentation in lieu of completing the agreement, but provide all information on the form itself.
- Each term: Enrollment in the appropriate co-op, internship, practicum or independent research course for which the CPT experience is required by the end of the add/drop period.
- Full-time enrollment, except during the summer term, or if you have submitted an approved Reduced Course Load form for final term.

Academic Terms for CPT are as follows:
Academic terms for all students, except Law, follow the undergraduate/general academic calendar.

Fall, Winter, and Spring terms: first day of classes to the last day of scheduled finals on the academic calendar.
Summer term: first day of classes of Summer session I to the last day of scheduled finals for the final Summer session.
Important Notes Regarding Dates:

- For the periods in between the last day of scheduled finals and the first day of the next term’s classes, CPT may be tied to authorization for either the previous or upcoming term. Full-time CPT is permissible during these break periods.
- If it is your last quarter, CPT can only be authorized through the last day of finals or the program end date on your I-20, whichever comes first.
- Change of status students cannot begin CPT until their F-1 status is valid.

Instructions for completing the CPT Cooperative Agreement:

Complete the form itself. Do NOT attach documentation in lieu of providing the information on the form itself.

Student Information:
Anticipated Graduation Date- write the term and year in which you expect to graduate (i.e., Spring 2020)

Academic/Employment Information:

Course/Title. Enter the course number (i.e., ENGR 288) and title (i.e., Co-Op Education) you have enrolled in for the course that requires CPT. You must be enrolled in this course AND enrolled full-time (unless you have a Reduced Course Load for final term or a Thesis/Capstone Confirmation form on file with ISS) prior to your appointment with ISS or authorization will not be provided.

Faculty Advisor. Enter the name of the person who is agreeing to provide guidance and instruction related to your CPT experience as necessary and attesting to the academic objectives of your CPT experience, which must be directly related to your major field of study. This person is most likely your Faculty/ Academic Advisor, Practicum Coordinator, or Professor for the CPT course. If you are unsure about whom the appropriate person is, please check with your program.

Company Name. Enter the name of the company where you will be participating in CPT.

Paycheck Issuing Company. Enter the name of the company issuing your paycheck if it is different from the company where you will be participating in CPT.

Company Address. Enter the company’s address for the office where you will be working. Include the city, state and zip code.

Supervisor Name. Enter the name of the supervisor who will be mentoring you on-site where you will be participating in CPT. On-site supervision is required for CPT; telecommuting is not allowed.

Number of Work Hours per Week.
1. Enter the number of hours per week the student will work/train, hourly pay rate, and specific start and end dates of the CPT period.
2. If the student will be doing both full-time CPT (anything over 20 hours per week) and part-time CPT within the same academic term, please use sections 1. and 2. to list these dates and the associated FT/PT CPT separately.

Start and End Dates. See the above information regarding Academic Terms for CPT and Important Notes Regarding Dates.

Training Objectives:
Complete this section by providing the information requested and make sure that all parties sign and date the cooperative agreement.