



International
Students
and Scholars















How To Submit the Curricular Practical Training (CPT) Request in MyISCU

Select the Curricular Practical Training (CPT) eForm under the F-1 Student Services Menu

- Home
- Changing to F-1 or J-1 Student Status
- Check-in: Immigration Check In
- F-1 Practical Training
- F-1 Student Services**
- Upload Immigration Documents
- View My Information

F-1 Student Services

Tasks

 Add F-1 Student Dependent	 Change of Program / Level I-20 Request	 Concurrent Enrollment Letter Request
 Curricular Practical Training (CPT)	 I-20 Extension Request	 I-20 Travel Signature Request
 Reduced Course Load (RCL) Request	 Return from Leave of Absence I-20 Request	 SSN Letter of Support Request
 Thesis/Capstone Confirmation Request	 Transfer Out Request	 Update Financial Information
 Update my Emergency Contact	 Update my US address and Contact Information	



Global Engagement
SANTA CLARA UNIVERSITY

Click on CPT Request to access the eForm

Curricular Practical Training (CPT)

Qualifying International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum.

This eForm requires you to upload a copy of your job offer letter, which must include the company name, supervisor, address, hours per week, start date, end date, and duties as well as payment if applicable.

This eForm requires approval from your academic program, typically the professor teaching the CPT eligible course or your advisor). Please ensure that your employment start date allows time for departmental approval as well as ISS processing, which is 2-3 business days. You cannot begin employment until you receive your CPT authorizing I-20.

For further instructions about our CPT policies and procedures, visit scu.edu/cpt

E-Forms

REQUIRED
CPT Request

Enter the required information

CPT Request

(*) *Information Required*

Anticipated Graduation Term*

Anticipated Graduation Year*

Academic Information

Students must enroll in the appropriate course before submitting their CPT Cooperative Agreement to ISS.

Course/Title (i.e. ENGR 289)*



Enter your Academic Approver's information. Please refer to the guide provided to know whose information to include, as shown below.

Academic Approval- in order to authorize CPT we need confirmation from your academic program as follows:

- Undergraduate students: Professor teaching the CPT qualifying course
- Graduate Engineering: Your Academic Advisor (or department chair, if advisor is unavailable)
- Graduate Business: msprograms@scu.edu or mba@scu.edu
- Graduate Education and Counseling Psychology: ecpservices@scu.edu
- Law School: Professor teaching the CPT qualifying course
- Jesuit School of Theology (JST): Professor teaching the CPT qualifying course, which is your program director (not your thesis or academic advisor)

Academic Program Approver Name*

Academic Program Approver Email*

Re-type Academic Program Approver Email*

Academic Approver Phone Number



Enter the employment information



Employment Information

Job Title*

Company Name*

Are you working for a staffing agency (third party) who is issuing your paycheck?*

Please indicate the address where you are primarily working from. If working remote this should be your home address.

Employment Address Line 1*

Employment Address Line 2

Employment City*

Employment Address State*

Employment Address Zip*

Supervisor Name*

Supervisor Email*

Supervisor Phone*





Enter the remaining employment information and click Submit

- 20 hours or less is considered part-time CPT
- More than 20 hours is considered full-time CPT
- Start date and end date – remember CPT is authorized per academic term
- Include your academic objectives (not your duties)
- Upload your CPT offer letter

CPT Hours*

Pay Rate (\$/hr)*

Start Date*

End Date*

List the academic objectives for the work period and what skills/experiences you will be gaining*

Upload signed and dated CPT job Letter *

