



# STANTON UNIVERSITY

9618 Garden Grove Blvd., Suite 201, Garden Grove, CA 92844  
Tel.714.539.6561 Fax.714.539.6542 su@stantonuniversity.com

## CPT FAQ's & Guidelines

**CURRICULAR PRACTICAL TRAINING (CPT)** is a part-time, paid, employment opportunity for “eligible” F-1 International Students in which they are permitted by the USCIS to gain practical internship training in a field “directly related” to their degree.

**NOTE: In order to meet eligibility requirements for CPT, you must...**

- ✓ have maintained full-time status for at least 3 academic quarters of study (MBA & PGM).
- ✓ have maintained full-time status at least 6 academic quarters of study (BBA).
- ✓ be in good academic (no probation) and financial standing (no unpaid fees).
- ✓ NOT have participated in more than 3 CPT Internships for the same degree program.
- ✓ be registered for the CPT Intern Course during your CPT (see below for course #).

### CPT FAQ's:

**How long is each CPT?**

Each CPT is 3 months long and will start and end according to the quarter start and end dates.  
Ex) Spring Quarter CPT dates will be: April 1, 2018 – June 30, 2018.

**How many CPT's can I participate in?**

You may participate in a maximum of 4 CPT's per degree level.

**Can I take a part-time load of courses while doing CPT?**

No. You must maintain full-time academic status while participating in CPT.

**Will the CPT Intern Course count toward academic credit?**

Yes. For your first CPT, it will count as 4 academic credits. However, for all subsequent CPT's, the Intern Course will be a Zero Unit course.

**What is the CPT Intern Course?**

It is 1:1 appointment based course with your program director.

For MBA – the Course #'s are: BA750, BA750A, BA750B, BA750C

For BBA – the Course #'s are: BUS500, BUS500A, BUS500B, BUS500C

For PGM – the Course #'s are: PGM250, PGM250A, PGM250B, PGM250C

**Can my work experience be in any field?**

No. Your CPT work experience must be “directly related” to your degree.

**Can I work full-time (more than 20 hours)?**

No. Your CPT work experience must be 20 hours or less per week.



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## **Can I continue at the same job for subsequent CPT's?**

Yes, but you need to re-apply every quarter, remain eligible, and receive approval.

## **Can I begin working before I receive approval?**

No. You must receive approval and a new I-20 with for your specific CPT employment.

## **Can I change employment in the middle of my CPT?**

Yes. But you must submit a new Request Form & a new Employment Letter and receive approval and a new I-20 before you can begin working. (\$10 I-20 Re-print Fee)

## **How do I get my Social Security card?**

After you have been approved for CPT, take your new I-20 along with your passport, visa, admission stamp, and I-94 and go to the Social Security Administration Office.

## **When is the application deadline for CPT?**

The application deadline will always be the same day as the deadline to register for classes.  
Ex) Spring 2018 deadline is March 16<sup>th</sup>.

## **How much are the fees to apply for CPT?**

CPT applications require a \$100 fee every quarter + a one-time Intern Course fee of \$150.

## **CPT Application Steps:**

1. Submit an **Official Employment Offer Letter** on company letterhead that is signed by your prospective employer. Use our sample as a guide.
2. Submit the **CPT Request Form**.
3. Pay the processing fee of **\$100** and the CPT Intern Course fee of **\$150** (only applicable for the 1<sup>st</sup> CPT).
4. When your CPT employment is approved, the DSO will issue a new **I-20 with CPT approval** on page 2.
5. When your CPT is approved, you will be enrolled into the **CPT Intern course**.

**PLEASE SIGN BELOW IF YOU HAVE READ THESE GUIDELINES AND AGREE TO ABIDE BY THEM.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## CPT REQUEST FORM

STUDENT INFORMATION	
Applying for CPT Term: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall    Year: _____	
Last Name:	First Name:
Date of Birth:	SEVIS ID:
Email:	Phone:
Degree Program:	Credits Completed:
Program Start Date:	Program End Date:
List Previous CPT's (Quarter & Year):	
EMPLOYER INFORMATION	
Company Name:	Supervisor Name:
Phone:	Email:
Address:	
Company Description:	
Job Description:	
Start Date:	End Date:
STANTON UNIVERSITY OFFICIAL USE	
DSO Approval:	Date:
Comments:	