



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 & Agreement

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

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

- have completed at least 3 academic quarters of study (6 quarters for BBA),
- be in good academic and financial standing with no unpaid fees or balances,
- be registered for the CPT Course.

CPT Guidelines:

Can my work experience be in any field?

No. Your CPT work experience must be directly related to your degree and courses.

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

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

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

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

Can I begin working before I receive approval?

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

Can I change employment in the middle of my CPT?

Yes. But you must submit a Change of Employment Form & a new Employment Letter and receive approval and a new I-20 before you can begin working. (a \$10 I-20 re-print fee will apply.)

How long is each CPT? How many CPT's can I participate in?

Each CPT is 3 months long. You may participate in as many CPT's as you wish as long as you are eligible.

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

Yes. You may continue to work with the same company for multiple CPT's as long as you re-apply every quarter, are eligible, and receive approval.

When is the application deadline for CPT?

The application deadline will always be the same day as the deadline to register for classes. (Usually about 2 weeks before the quarter begins).

How much are the fees to apply for CPT?

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

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	
Last Name:	First Name:
Date of Birth (MM//DD/YYYY):	SEVIS ID:
Email:	Phone:
Degree Program:	Program Start Date:
Units Completed:	Program End Date:
EMPLOYER INFORMATION	
Company Name:	Supervisor Name:
Phone:	Email:
Address:	

Student's Name: _____

SEVIS ID#: _____

Program of Study: _____

Program Completion Date: _____

Phone Number: _____

Email: _____

Employment Start Date: _____

Employment End Date: _____

NOTE: You are not allowed to apply for OPT earlier than 90 days before the program end date written on your I-20. The ideal time to apply is exactly 90 days before the program end date. You may apply up until the 60 day "grace period" after the program end date. But OPT applications usually take 45-90 days to process. If you apply during the 60 day grace period, your status will be "pending" and you will be allowed to wait in the U.S. until you hear the results of your OPT application. If you are accepted, great! However, if you are denied, you have no other options except to leave the United States immediately. If you do not have much time left in your "grace period" and you do not want to take this risk, we advise you to consider starting a new program of study rather than applying for OPT.

NOTE: You are responsible for the accuracy, completion, and results of this OPT Application Packet. Stanton University is providing you with this guideline and checklist to assist you, but we are not responsible for the



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decision of the USCIS. If you are concerned about this process, we recommend hiring an Immigration Attorney to further assist you.

By signing, I vow that I meet all eligibility requirements listed above and understand that Stanton University is not responsible for the completion, accuracy, and results of this OPT application packet.

Signature: _____

Date: _____

POST COMPLETION OPT GUIDELINES & CHECKLIST

READ STEPS 1-3 before you begin preparing your OPT application.

STEP 1: Eligibility

- I am currently in the last quarter of my degree program.
- I am not applying earlier than 90 days before my program end date.
- I am a student in good academic standing with no unpaid fees or balances.
- I have maintained valid F-1 status for at least 1 academic year.
- I have not accrued more than 12 months of CPT for the same degree level.

STEP 2: Prepare the Following Documents

- A. Completed Form I-765**
 - **Type** all the responses except for your signature.
 - **Your address listed on the I-765 form** is extremely important.
 - Make sure you will be able to receive mail from this address for up to 4 months after you mail the application.
 - The U.S. government will not forward your EAD to another address. The address must be within the jurisdiction of the USCIS Regional Service Center to which the application is submitted.
 - If you are using a friend's address, make sure the mail carrier recognizes your name or he will return the mail to USCIS.
 - For **Item 20: Eligibility Category** -- an "F-1 student seeking Optional Practical Training in an Occupation Directly related to Studies" -- fill in the boxes: **(c)(3)(B)**.
- B. Completed Form G-1145**
 - This form allows you to receive status updates about your application via email and/or text message from USCIS.
- C. Prepare the \$410 filing fee**
 - Payable to the "**Department of Homeland Security**" by personal check (only if your name and address are preprinted on the front), a bank check, or a money order.



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- You can also now pay by credit card using **Form G-1450**.

- D. Photocopies of ALL previous I-20's**
 - Include your new OPT I-20.
 - Include all pages. Do not send the Originals.

- E. Photocopies of the identification page of the passport**

- F. Photocopies of both sides of the I-94 card**

- G. Photocopies of both sides of any previously issued EAD cards if applicable.**

- H. Two recent photos of yourself.**
 - The USCIS requires that the photos meet the specifications for the full frontal/passport type of photos and not be more than 30 days old when the application is filed.
 - We recommend that you write your name on the back of each picture in pencil.

- J. Complete the [OPT Request Form](#) and this checklist.**
 - Submit them along with a duplicate copy of the above documents (Item A - H) to the International Student Advisor.
 - Do NOT submit the OPT Request Form or this Checklist to USCIS.

- K. (Optional)** If you already have your employment confirmed, submit your [employment letter](#) and [Verification of Employment Form](#) at this stage.

(You are not submitting Employment letter and Verification of Employment form to USCIS, but only to the school. Do not include these materials to your original OPT Application packet.)

- L. Pay the \$50 OPT I-20 Processing Fee to Stanton University via Populi.**

STEP 3: Submission Guidelines

- Pick up your new OPT I-20 and sign it.

NOTE: OPT I-20 will be ready upon the approval of the international student advisor, and the review may take up to 3 days from the date of receiving STEP 2 materials. You will be contacted by the advisor when your OPT I-20 becomes available.

- Gather all the materials from STEP 2 Items A - H and a duplicate copy of your OPT I-20 and enclose in an envelope.

- Mail your application to the USCIS Service Center. (Mailing address is provided below)

NOTE: When you mail out the application packet, make sure your mailing option is certified mail, priority mail or express mail that **REQUIRES** the signature of the recipient and generates a tracking code.



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NOTE: You only have 30 days from when your new I-20 is printed to make sure that the USCIS receives your application. If they do not receive your application within 30 days, it will automatically be denied.

For Express mail and courier deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

STEP 4: Report your employment information to Stanton University

- It takes about **45 - 90 days** to receive your Employment Authorization Document (EAD card).
- Submit** a photocopy of your **EAD card** to your International Student Advisor
- You have up to 90 days from your OPT start date mentioned on your EAD card to find OPT employment. (Skip if you already reported your employment in STEP 2)
 - **NOTE:** If you do not get an employment offer within 90 days or if your dates of unemployment accrue a total of 90 days within the given 12 months, your OPT will be cancelled. Please inform us before these 90 days.
- Once your employment is confirmed, submit the **Employment Verification Form** and **Employment Letter** to the International Student Advisor. (click here for [Employment Verification Form](#) and [Sample Employment Letter](#)) Your employment must be “directly related” to the program you completed at Stanton University.
- Receive a new **OPT I-20** that lists your employer’s information from the advisor.
 - **NOTE:** If you change your employment, you **MUST** report it to the school. Both Employment Verification Form and Employment Letter are required again. Upon submission of the document, you will receive a new OPT I-20 with updated employment information. You will be charged a \$10 I-20 Re-Print Fee.



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FAQ's about OPT:

Can I leave the U.S. while my OPT is processing?

Although certain agencies have stated that students who have completed their studies may travel outside the U.S., the regulation says that an EAD card plus a letter from the employer are required for re-entry. The student must decide whether to take this risk.

Can I travel outside the U.S. after I receive my EAD card?

Once you receive your EAD card you are allowed to travel outside the U.S., however, you will want to make sure to have the following documents in your possession to be granted re-entry:

- Signed I-20 within a 6 month period from school's DSO
- Valid EAD card
- Valid U.S. Visa
- Valid Passport
- Letter from your employer verifying your employment.

What happens after the EAD expires?

After your EAD card expires you must either leave the U.S. or start a new program of study with a new I-20 within 60 days.

Do I have to inform Stanton University of address and/or phone number changes?

Yes. You must inform Stanton University of any address or phone number changes within 10 days. USCIS requires you to update this information to our office to maintain your immigration status while engaging in OPT.

What happens if I don't graduate in time?

OPT requests can be cancelled, but it is a complicated process. You should inform the SU office as soon as possible that you will not be completing your program as planned, so that we can extend your program on your I-20, if necessary. If your I-20 expires, your options are limited, and you may lose your OPT benefit.