Curricular Practical Training (CPT) Authorization Request Form

Email to f1@sfsu.edu from your SF State email address. Requests are processed within 5 business days.
We accept digital signatures, scanned copies, and high resolution/clear pictures of the completed form.

Student Information

Last Name:		First Name:	
SF State Student ID:		I-20 SEVIS ID:	Noo
Phone:		SF State Email:	@mail.sfsu.edu
Major:		Second Major:	
Passport Expiration Date:		I-94 Number:	
Degree level: ☐ Bachelor's ☐ Master's		Expected Graduation: ☐ Fall ☐ Winter ☐ Spring ☐ Summer	Year

CPT Request Information

Requested CPT Start date:		Requested CPT End Date:	
Hours of work per week: ☐ Part-Time (20 hours/week or less)		☐ Full-Time (More than 20 hours/week)	
Company Name:		Internship Title:	
Company Address:			

ACADEMIC INFORMATION (THIS SECTION MUST BE COMPLETED BY YOUR MAJOR ACADEMIC ADVISOR)
*UNDERGRADUATE BUSINESS AND HTM MAJOR STUDENTS MUST GET A SIGNATURE FROM BUS 112.

I verify that the student is currently in good academic standing and is making normal progress toward the degree.

Which semester is the student expected to graduate from SF State?	☐ Spring	☐ Summer	☐ Fall	**Year**

By signing this form, I hereby confirm that I have reviewed the proposed employment (including the job description and number of proposed hours), and confirm it is directly related to the student's field of study and meets the requirements for ONE of the following (see details on page 2):

☐ A. Internship, fieldwork, or practicum course.	**Course title and number:**
☐ B. Internship requirement for all students in the degree.	**Total number of hours required:**
Advisor's Signature:	
Advisor's Name (Print):	
Department:	
Email:	**Date:**

APPLICANT REQUIREMENTS AND RESPONSIBILITIES (COMPLETED BY STUDENT)

Before submitting the CPT application, you must:

- Review Curricular Practical Training (CPT) Online Information at oip.sfsu.edu/cpt
- Completed the CPT quiz. Date Completed: _____
- Registered full-time in the current semester (including the internship class- waitlists do not count) or be approved for Reduced Course Load (RCL) for Completion of Study
- Make sure your passport is valid at the time of CPT authorization and it is your responsibility to maintain passport validity throughout the duration of your program.
- Maintain your F-1 status at SF State while engaged in CPT. If you fail to maintain F-1 status, you must stop working immediately, as your CPT will be terminated and you will no longer be authorized to work.
- Ensure the official internship offer letter includes all of the required details listed on oip.sfsu.edu/cpt.

ACKNOWLEDGEMENT AND STUDENT SIGNATURE

I have read, and now understand the above requirements. It is my responsibility to abide by the regulations governing the CPT and to maintain F-1 status. Failure to abide by the requirements will terminate my F-1 status and my ability to work and otherwise remain in the U.S.

Student Signature:		Date:	

What is Curricular Practical Training?

This form is being presented by an F-1 international student who is seeking authorization from the Office of International Programs (OIP) to accept an off-campus internship under the terms of Curricular Practical Training (CPT).

CPT allows an F-1 student to accept an employment offer if the employment is "integral to the established curriculum" of the student's degree program. That is, the employment must satisfy the requirements of one of the following curricular options:

- An elective or required internship, fieldwork, or practicum course. If elective, it must be taken for credit. Course registration must be concurrent with the dates of employment.
- An internship assignment required of all degree candidates and necessary for completion of the degree.

In order to grant authorization, OIP first requires the approval of the student's academic advisor. CPT information is available at http://oip.sfsu.edu/cpt.

OIP Office Use Only							
Date received:		Processed Date:		Processed By:		Scanned By:	