

1. The University's
definition for 'integral' is explained below. CPT is authorized by the Center for International Education (CIE)
in the form of an endorsement on page 2 of the I-20 indicating the location, no

Cal State S4

Cal State East Bay is committed to building partnerships with internship sites that choose to host an internship experience at their job site with the intention of connecting academic content to career experience, learning specific career skill sets needed for their profession. All sites wanting to partner with Cal State East Bay must abide by [the U.S. Department of Labor's description of Internship Programs Under The Fair Labor Standards Act](#). Please visit the [CSU East Bay Internships website](#) for details on CalStateS4 and outline of the steps required to process your internship site partnership.

Application Deadline

You may apply for CPT as long as you are still able to enroll in the appropriate academic course for the

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Term Limits of CPT Authorization

Enrollment in Internships may be repeated for CPT for a MAXIMUM of 3 terms* during a student's degree program, regardless of change of option within a particular major or change of major degree program. However, if the departmental requirements as defined in the University catalog allow for FEWER than 3 terms, the Center for International Education will not exceed the requirements in the catalog. If you are applying for CPT based on a department specific course (such as fieldwork experience), the limit will depend on the requirements of that department.

*Term- one semester or one summer session is concerned a term.

An F-1 student will only receive authorization for CPT beyond the maximum stated above if he/she completes one degree (i.e. bachelor's degree) at CSUEB and is admitted to a new degree program that allows for an internship experience.

Changing Internships Sites

Procedure to Apply for CPT

1. Confirm with Carol Thornberry that your internship placement will meet the requirements for POSC 811.
2. Full time Enrollment You must be enrolled full time or have an approved [Reduced Course Load](#) before CIE will review your CPT request documents.
3. Submit CPT Request to CIE Email the following documents to CIE or an advisor:
 - x CIE CPT Request Form (included in this handout)
 - x Internship Offer Letter
4. M/TT5 IE o I

To: Prospective Internship Sites/Employers of International Students on F Visas:

International students on F visas may, before completion of their course of study, be legally employed under a program called Curricular Practical Training (CPT). CPT is defined by the United States Citizenship and Immigration Services (USCIS) as an "alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school" (8 CFR 214.2(f)(10)(i)). Students qualify for the benefit of CPT if the employment is an integral part of the established curriculum. CPT can be either part-time (during the time school is in session) or full-time (during the summer months).

Degree Requirement CPT Request Form

Please complete this form to seek authorization from CIE to accept ~~an off~~ campus internship under the terms of Curricular Practical Training (CPT). ~~Please make sure you are enrolled in the required class before submitting this form to CIE.~~

Student Information

Family/Last Name:	First Name:
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Applicant Requirements and Responsibilities

Please review the requirements and responsibilities below:
<input checked="" type="checkbox"/> I have reviewed the CPT handout and confirm I have met the CPT requirements
<input checked="" type="checkbox"/> I understand that I must enroll in the required degree class each term I wish to be authorized for CPT
<input checked="" type="checkbox"/> I understand I cannot start working before the date authorized on my CPT