



CURRICULAR PRACTICAL TRAINING REQUEST (CPT)

What is CPT?

Curricular Practical Training (CPT) is a temporary employment authorization that allows F-1 students to engage in an off campus academic internships or employment that is a required or an integral part of their academic curriculum.

- Occurs before the student's program end date on the Form I-20
- Each authorization is for one specific employer and for a specific period of time
 - Student can have multiple authorizations for the same time period. Please discuss with your Educational Advisor.
- Student must secure the training opportunity before CPT can be authorized

Requirements

- Student is currently in valid F-1 status
- Student must have been lawfully enrolled full-time with the **same** SEVIS (I-20) number for at least **one full academic year**
- Student must have secured an internship offer related to the major or field of study
- Student is not studying English as second language
- Student will be enrolled in a major course that requires field work or an internship course (BUS 070A or BUS 070B)

How to Apply for CPT

1. Secure Internship and Offer Letter
2. Enroll in the internship/major Course
3. Submit CPT Request to ISC
4. Receive Authorization

To learn the details of each step, please refer to International Student Center's CPT web page: <https://www.pasadena.edu/international/cpt>

Apply for Social Security Number (SSN), if applicable

- Your job offer letter
- SSN support letter from your Educational (F-1) Advisor
- [Social Security Number Application](#)
- Valid passport
- Original signed Form I-20

Take all of the above documents to the Social Security Administration (SSA) office closest to where you live.

Check www.ssa.gov for additional instructions, documents you may need to bring and closest SSA office location to you.



International Student Center

CURRICULAR PRACTICAL TRAINING REQUEST (CPT)

FOR STUDENT TO COMPLETE	
Last Name:	First Name:
PCC ID#:	Date of Birth: (month/day/year)
Cell Phone #:	City of Birth:
PCC Email Address:	@go.pasadena.edu

Check this box if you have **never** received a Social Security Number (SSN)

I state that the information I am providing on this form is true and I understand that it is a violation of United States law to give false information to the college.

Student's Signature:	Date (month/day/year):
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FOR ACADEMIC COUNSELOR, DEAN OR FACULTY MEMBER TO COMPLETE

The student listed above is in a course of study leading to an Associate's Degree in

_____ (Field of study)

Please select one:

- The student is registered in the following course _____ and is required to do field work to fulfill degree requirements.
- The student is registered in the following internship course _____ and is required to do field work to fulfill course requirements.

Counselor/Dean/Faculty Name:	Counselor/Dean/Faculty Signature:	Date (month/day/year):
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For office use only:						
Initials: _____	Date: _____	Units: _____	SEVIS: _____	Request Log: _____	SARS _____	Email student _____



International Student Center

July 30, 2024

Dear Larry Lancer,

We are thrilled to welcome you to the Snap Engineering Academy this Fall. You will have an educational learning experience alongside fellow community college students interested in computer science. Please find the following job details:

- **Title of the Position:** Snap Engineering Academy Intern
- **Supervisor's Name and Title:** Linda Smith, Senior Manager
- **Supervisor's Contact Information:** lindasmith@email.com
- **Supervisor' phone number:** 626-111-1234
- **Organization Name:** Snap Engineering Academy, LLC.
- **Organization Address:** 1538 Snap Road, Aldenata, CA 90000
- **Start date and end date:** 08/26/2024 to 12/15/2024
- **Weekly hours:** 20 hours
- **Compensation or Scholarship Amount:** \$20 per hour
- **Experience Description and/or Projects and Responsibilities:** The Snap Engineering Academy consists of in-person instruction, which will require the completion of technical assignments. You are then required to completed different on-site projects. Project may vary each week but you will be able to utilize the knowledge you have learned in the classroom and apply it to the project. You will also attend professional development workshops to develop your career skills.

We look forward to you joining us and contributing to the overall success of the Snap Engineering Academy!

Sincerely,

A handwritten signature in black ink that reads "Linda".

Linda Smith
Senior Manager



International Student Center

July 30, 2024

Dear Larry Lancer,

We are thrilled to welcome you to the Snap Engineering Academy this Fall. You will have an educational learning experience alongside fellow community college students interested in computer science.

You have been offered a position of **Snap Engineering Academy Intern**. The Snap Engineering Academy consists of in-person instruction, which will require the completion of technical assignments. You are then required to completed different on-site projects. Project may vary each week but you will be able to utilize the knowledge you have learned in the classroom and apply it to the project. You will also attend professional development workshops to develop your career skills.

You are assigned to work **20 hours per week at \$20 per hour**. Your employment period is 08/26/2024 to 12/15/2024.

We look forward to you joining us and contributing to the overall success of the Snap Engineering Academy!

Sincerely,

A handwritten signature in black ink that reads "Linda".

Linda Smith
Senior Manager
626-111-1234

lindasmith@email.com

1538 Snap Road, Aldenata, CA 90000