



CURRICULAR PRACTICAL TRAINING REQUEST (CPT)

Curricular Practical Training (CPT) is an employment benefit for F-1 students that meet certain eligibility requirements and is specifically intended to allow students to gain experience in their chosen field of study before completing the program.

CPT Eligibility Requirements

- Student is currently in valid F-1 status
- Student must have been lawfully enrolled on a full-time basis for one full academic year (Fall and Spring)
- Must be enrolled in a full course of study or be approved for reduced course load
- The training is an integral part of an established curriculum

General Guidelines

- May engage in CPT only for the specific employer, location and period approved
- May not begin working until CPT has been approved and CPT I-20 has been issued by the International Student Center (ISC)
- Must continue to maintain valid F-1 status

Steps to Request CPT

- Enroll in the appropriate course or internship class
- Meet with an academic counselor and have the CPT request form completed and signed
- Submit forms to ISC
 - CPT request
 - Job offer letter
 - Pick up CPT I-20 when you receive an email from ISC
 - Apply for Social Security Number (if needed)

Apply for Social Security Number (SSN)

- Company's job offer letter
- SSN Letter from ISC
- Social Security Number Application
- Valid passport
- Original signed form I-20
- Take all these documents to your nearest Social Security Administration office. The closest SSA office:

Social Security Administration
104 N. Mentor Avenue
Pasadena, CA 91106
www.ssa.gov
Tel: 1-800-772-1213



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):
-----------------------------	-------------------------------

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):
-------------------------------------	--	-------------------------------

For office use only:
Initials: _____ Date: _____ Units: _____ SEVIS: _____ Request Log: _____ SARS _____ Email student _____



International Student Center

THIS IS A SAMPLE

**JOB OFFER LETTER TEMPLATE (FOR EMPLOYER)
USE YOUR COMPANY'S LETTERHEAD**

Date

This letter serves to confirm that (STUDENT'S NAME) will be employed with

_____ [company's name] in the position

of _____ [job title].

The student is expected to begin on _____ and work _____ hours weekly.

The company's ITIN number is _____.

Sincerely,

Immediate Supervisor Signature

Print Name and Title

Phone Number