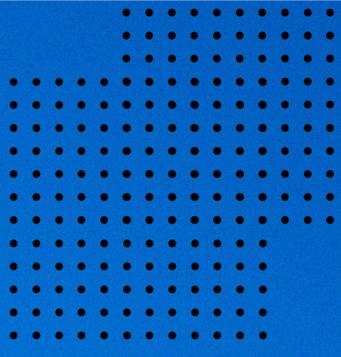




F.A.Qs

CURRICULAR PRACTICAL TRAINING



WHAT IS CURRICULAR PRACTICAL TRAINING (CPT)?

Curricular Practical Training (CPT) is employment authorization that allows an F-1 student to engage in an off-campus academic internship (paid or unpaid) that is an optional part of the academic curriculum.

WHAT ARE THE CPT ELIGIBILITY REQUIREMENTS?

The eligibility requirements are as follows:

- The student must have completed 2 quarters of studies in CalTrinityU.
- Maintain a minimum quarterly GPA of 2.7 (B-).
- Maintain a cumulative GPA of 3.0 (B) for Satisfactory Academic Progress (SAP). Please refer to the SAP definition under General Academic Policies in CalTrinityU's Catalog.
- Enroll in a full course of study during CPT.
- Student must have a job offer.
- The job offer must be directly related to the student's field of study.
- Sign the course contract and complete all quarterly CPT course assignments as outlined in the MA750 Curricular Practical Training syllabus.

DO I NEED A JOB OFFER TO APPLY?

Yes, applicant must already have a job offer prior to application. Also, CPT can only be authorized for work directly related to the student's field of study, at a specific location, and for a defined duration.

ARE THERE ANY SPECIFIC REQUIREMENTS FOR THE JOB OFFER LETTER?

Yes, the Job Offer Letter must include the following details:

- The letter must be written on the company's official stationery with letterhead or display the company's official letterhead or logo.
- Your job title and day-to-day responsibilities must be specified.
- The letter must include the name, title, and contact details of your direct supervisor or manager.
- The address of the location where you will be reporting must be indicated. The letter must be signed by your employer, supervisor/manager, or an authorized representative of the company (e.g., HR personnel).
- The start date on the Job Offer Letter must be at least 7 business days prior to the submission and receipt of your CPT documents.

HOW DO I APPLY FOR CPT AND ITS ENROLLMENT PROCESS?

The following is the CPT application and enrollment process:

- Send an email to studentservices@catu.edu to express your intent to apply for CPT.
- Fill-out the following forms:
 - CPT Guideline Form
 - Cooperative Agreement Form
 - CPT Request Form
 - CPT Student Registration Form
- Prepare your Job Offer Letter from your employer.
- Upon submission of documents, pay the CPT application Fee of \$480.00 via CalTrinityU Website's Payment Center.

DO I NEED TO APPLY MY CPT VIA USCIS?

No, CalTrinityU will authorize your CPT after evaluating your application.

WILL I BE ISSUED A NEW I-20?

Yes, upon approval of your application, a CPT I-20 will be issued to you, reflecting your CPT authorization dates.

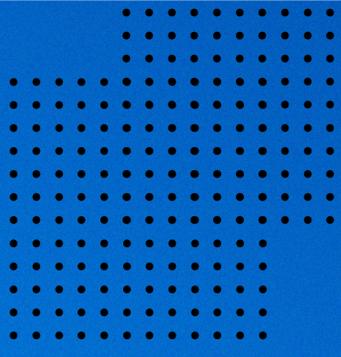
WILL I RECEIVE AN EMPLOYMENT AUTHORIZATION DOCUMENT (EAD CARD) UPON THE APPROVAL OF MY CPT APPLICATION?

No, CPT is authorized by our school's Principal Designated School Official (PDSO) and does not require an EAD card. Instead, our PDSO will update your SEVIS record, and you will receive an updated I-20 form showing your CPT authorization.



F.A.Qs

CURRICULAR PRACTICAL TRAINING



DO I NEED A SOCIAL SECURITY NUMBER (SSN)?

If your CPT employment is paid, you will need to apply for a Social Security Number (SSN). You should apply only after your CPT I-20 has been issued.

AM I REQUIRED TO DISCLOSE MY SSN TO MY EMPLOYER AND CTSB?

Yes, once you obtain your SSN, you must provide it to both your employer and CTSB. The former is required for tax purposes, especially if your CPT is paid. The latter, according to California Education Code (CEC) section 94892.6, mandates that institutions approved by the BPPE (Bureau for Private Postsecondary Education), such as CTSB, collect and report specified information about each student completing a program on or after January 1, 2020. One of the required data elements is reporting each student's Social Security Number (SSN) to the BPPE.

WILL MY CPT HOURS AFFECT MY OPT HOURS IN THE FUTURE?

No, CalTrinityU offers part-time CPT, which will not impact your future OPT hours. Your CPT employment must be limited to 20 hours or fewer per week. Additionally, you must be enrolled in classes full-time.

DO I NEED TO TAKE CLASSES WHILE ON CPT?

Yes, you must be enrolled in classes while participating in CPT.

MY CPT WORK SCHEDULE CONFLICTS WITH MY SCHOOL SCHEDULE, WILL I BE EXCUSED IN CLASS?

No, attending your classes must always take precedence over your CPT work schedule. The main purpose of your F1 visa is to pursue your studies. Your CPT work is meant to complement your academic learning, not replace it. Focusing on your education ensures that you are gaining the knowledge and skills necessary for your future career. CalTrinityU reserves the right to revoke your CPT authorization if it interferes with your class attendance.

I WILL BE TAKING MY ANNUAL VACATION/LEAVE OF ABSENCE, WILL I STILL BE ALLOWED TO TAKE MY CPT?

No, you are not allowed to take CPT while on annual vacation or leave of absence because CPT is specifically designed to be a part of your academic program. It is intended to provide practical work experience that directly relates to your studies and should be pursued while you are actively enrolled in courses. During vacation or leave, you are not considered to be participating in your academic program, which is why it is not permissible to engage in CPT at that time.

I AM MANAGING MY OWN BUSINESS, CAN I BE SELF-EMPLOYED UNDER CPT?

No, under CPT you generally cannot be self-employed and must work for a company other than your own. CPT is meant to provide practical work experience that is directly related to your field of study, and it typically requires you to work for an employer who can offer the appropriate training and supervision.

