

WORKING OFF-CAMPUS WHILE STUDYING (CPT) and INTERNSHIPS

Students may work off-campus in an internship related to their major while studying at Foothill. This is called CPT (Curricular Practical Training)

What is Work or Employment?

- F-1 immigration regulations define employment as any type of service performed off-campus for pay, no pay, other compensation, or on a “volunteer” basis.

To be eligible for CPT

- You must be approved in writing by the Immigration Advisor before beginning work
- You must be in lawful F-1 status for the past 9 consecutive months (one academic year) at the college or university level, and you must have a GPA of 2.0 or higher.
- You must enroll in and complete a Foothill College internship class for credit each quarter, and follow and complete the course outline requirements established by the Internship program.
 - Students completing required clinical courses as part of a Foothill Health Sciences program must be approved on their I-20 for CPT each quarter, but do not enroll in an internship class. Contact the Immigration Advisor about required paperwork for your situation.
- You must be enrolled in and complete a minimum of 12 units (one online class) during your CPT quarter. The internship class can be part of your 12 units.
- You are responsible for finding a job and obtaining a letter of employment. The Internship website has a job link database where you can search for employment. Foothill does not guarantee you will find employment.
- The job must be directly related to your major
- The job must be 20 hours or less per week during the Fall, Winter, and Spring quarters. Students may work more than 20 hours per week in summer if they enroll in the appropriate Internship class.
- You may not work during the quarter breaks
- If you drop or withdraw from the internship class, you must stop work immediately and inform the Immigration Advisor

Step 1 – Meet with the Immigration Advisor in the International Office

1. After you find a job, you must obtain a letter from the employer. The letter must include the student’s name, the beginning and ending dates of the employment, a brief description of the work that will be performed by the student and how that work relates to the student’s major, that the employment will be 20 hours per week or less (Fall, Winter, Spring) or more than 20 hours per week. (Summer). The start and end dates must be within the start and end dates of the internship class. The employer’s letter must be original, and signed by the employer on the company’s letterhead. **A template for the employer letter is attached.**
2. You must provide a new employer letter each quarter to continue CPT.

3. Meet with the Immigration Advisor during drop-in advising hours. Bring the employment letter with you to determine if the work is related to your major and to verify you are eligible to work off-campus.
4. If you do not have a Social Security Number, you must apply for one at the Social Security Office. Request a Social Security Letter from the Immigration Advisor at the time you meet.
5. If you are eligible for CPT and the letter meets the requirements, the Immigration Advisor will update your I-20 with the CPT approval. Each quarter, the authorized CPT and employment dates must be added to your I-20 in order for you to continue CPT.

Step 2 - Enroll in an Internship Class

1. You are required to enroll in an Internship class in order to work on CPT. Each class has a meeting requirement with your professor plus a writing component.
2. There are 5 Internship classes per quarter. The number of units per class is related to how many hours of work you must complete each quarter. You may only enroll in each class one time.
 - ITRN 050 = 1 unit = Work 36 hours or more per quarter
 - ITRN 051 = 2 units = Work 72 hours or more per quarter
 - ITRN 052 = 3 units = Work 108 hours or more per quarter
 - ITRN 053 = 4 units = Work 144 hours or more per quarter
 - ITRN 054 = 5 units = Work 180 hours or more per quarter

Step 3 - Stay In Status and Complete the Internship Class Requirements

- While working on CPT, you must complete a minimum of 12 units per quarter (one online class) and must complete the Internship course requirements.
- You must stop work immediately if:
 - You drop below 12 units
 - You drop or withdraw from the Internship class
- Students who fail the Internship class must meet with the Immigration Advisor to determine if they are eligible to work under CPT in the future.

Questions about CPT? Contact Barbara Brown at BrownBarbara@fhda.edu

Questions about Internships? Contact the Internship Program at internships@foothill.edu

Sample Curricular Practical Training (Internship) Letter from Student's Employer

{Date}

To Whom It May Concern:

This letter is written to support the application for curricular practical training of {student's passport name}.

{Student's name} will be working for {name of company} beginning on {date employment begins}. We expect to continue to employ {student} through {date employment ends}. This period of employment corresponds to the time allowable for {student's name} curricular practical training period and is needed for {student's name} to complete the training we provide. {Student's name} duties will include: {description of duties relating the task to be performed}.

(In Fall, Winter and Spring terms the employer should select sentence 1 and include it in the letter. For Summer term the employer may choose sentence 1 or 2, depending on the employment)

1. The student will be employed no more than 20 hours per week.
2. The student will be employed more than 20 hours per week.

Sincerely,

{Name and title of company officer}

Components of Sample Letter from Prospective Employer

Paragraph 1: This paragraph should introduce the letter and state its purpose.

Paragraph 2: State the occupation of the student trainee and the date that his/her employment with your company will begin and end. The end date must be no later than the last day of the term. You should also give a detailed description of the duties of the student's occupation, relating these duties to the student's current major field of study.

Paragraph 3: State the number of hours the student will work. During the Foothill Fall, Winter and Spring terms students must be employed 20 or less hours per week, but may work more than 20 hours per week during the summer term.

Requirements: The letter should be on employer letterhead, and signed by the employer.



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INTERNATIONAL STUDENT PROGRAMS

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