

Curricular Practical Training (CPT) Request Form

Use this form to request curricular practical training authorization. **The rules for participating in CPT at GCC are:**

- You must be in good academic standing. Students on academic probation may not participate in CPT.
- If your program **requires** an internship, you may apply for CPT after completing one year (2 semesters) in F-1 status. This includes time spent in F-1 status at another school, excluding ESL programs. You must enroll in the internship course required by your academic program.
- If an internship is **not required** as part of your program, you may apply for CPT after one year (2 semesters) of **enrollment at GCC**. You must register for a CO ED 101 General Work Experience course. CO ED 101 enrollment is limited to two total semesters. Exceptions can be made by the immigration advisor on a case-by-case basis but are rare.
- All work must be directly related to your major. You cannot work outside your area of study.
- CPT is limited to part-time (up to 20 hours a week) during school sessions. This is separate from time spent in an on-campus job. CPT can be full-time (21+ hours a week) during school breaks. One year (12 months) of full-time CPT makes you ineligible to apply for Optional Practical Training (OPT) after you complete your studies. Manage this carefully.

To request curricular practical training: You must obtain a job offer or contract, complete this form, and meet with your professor for approval. The completed form must be submitted gcciso@glendale.edu at least 3 business days before the start of your position. You may begin work only **after** receiving an updated I-20 showing the CPT authorization and may only work for the dates and location authorized. **NEVER WORK WITHOUT PROPER AUTHORIZATION.**

Your Information (please type or print clearly)

GCC ID# _____

Last Name _____ First Name _____

Date of Birth (MM/DD/YY) _____ Major _____

Description of Practical Training

Name of Company: _____

Address of Company: _____

Must include street number and name, apt/suite (if applicable), city, state, AND 5-digit zip code.

Position Title: _____ Will you be working remotely/from home: ☐ Yes ☐ No

Hours Per Week: ____ Part-Time (≤20 hrs/wk) ____ Full-Time (≥21 hrs/wk) I need to apply for a Social Security Number: ☐

Start Date (MM/DD/YY): _____ End Date (MM/DD/YY): _____

Dates should match course start/end dates. Extensions up to 2 weeks after session end date may be granted, if required for position.

To Be completed by Your Internship Course Professor:

Government regulations require verification of an internship before an international student can engage in work activities. **By signing below, you are verifying that the practical training is directly related to the student's current degree program and meets the maximum hours of employment criteria listed above.** Please also verify the student's enrollment in the appropriate internship or COOP ED 101 course:

The student has registered in _____ for the _____ term and will earn ____ units.
(course title/number) (semester)

Professor Name: _____ Course Start/End Dates: _____

Professor Signature: _____ Date: _____