



International Student Services
Sierra Vista, 3rd Fl
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Glendale, CA 91208-2894
818-240-1000 x6645
gcciso@glendale.edu

Curricular Practical Training Request Form

Please 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 are ineligible to participate in CPT.
- If an internship is **required** as part of your program, you may participate at any time after accruing one year (2 semesters) of F-1 status (including time spent in F-1 status at another school). You must register for the appropriate internship course.
- If an internship is **not required** as part of your program, you are eligible to participate in CPT after one year (2 semesters) of **enrollment at GCC**. You must register for a Co-Op course. Co-Op enrollment is limited to two total semesters. Exceptions can be made by the Senior Coordinator on a case-by-case basis but are rare.
- Any position that you wish to pursue 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 includes any 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/contract, complete this form, and meet with your professor for approval. The completed form must be returned to the international student advisor at least 3 business days before the start of your position (email listed above). You may begin work only **after** receiving an updated I-20 showing the CPT authorization and may only work for the dates/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 (up to 20 hours/week) ___ Full-Time (21+ hours/week) Check if you need to apply for a Social Security Number:

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

Dates should match internship or coop 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 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 Co-Op 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: _____

FOR GCC ISO USE: Processed in SEVIS