

Palo Alto University
Curricular Practical Training (CPT) Application for F-1 Students

Curricular Practical Training (CPT) is work authorization for F-1 PAU International Students. PhD and PsyD F-1 students must apply for CPT prior to beginning all off-campus practica and fifth year doctoral internship. Psychology and Social Action undergraduate F-1 students must apply for CPT for internships. The practicum/internship must meet the following conditions:

- It must be paid or unpaid employment that is an integral part of PAU's established curriculum
- Academic credit must be awarded for it
- It is available to students who have been maintained F-1 status for one full academic year

CPT may be part-time or full-time. Employment for 20 hours or less per week is considered part-time CPT; employment for more than 20 hours per week is considered full-time CPT.

***Please note: Using 12 months or more of full-time CPT eliminates eligibility for Optional Practical Training (work permission for post-doctoral training or work after you graduate).
Please be sure your employment dates reflect LESS than a 12 month time period!***

How to Apply - At least one month prior to your work start date:

STEP ONE: PAU's Curricular Practical Training Application Form—Click on the link associated with your academic program below. After you fill in the first section and sign, the CPT form will be routed to the Director of Clinical Training (for PhD students), the Program Manager (for PsyD students) or the Program Director (for PSA students). The Associate Director of Student Services will also automatically get a copy.

PHD Students:

<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=0bcdc836-f87e-4818-815a-2424ebb8ffb5>

PSYD Students:

<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ab254fc3-eb88-4092-82c2-db038a88ed99>

PSA Students:

<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=cac81561-5f0c-4e85-a582-27a81cf4af27>

STEP TWO: Email a Letter from Employer (see sample letter page two) and a copy of your completed Practicum or Internship Agreement to the Associate Director of Student Services at lharris@paloalto.edu.

After receiving both the CPT application and employer letter, the Associate Director of Student Services will then issue you a new I-20 form with a CPT endorsement on page 2. *This page 2 of the I-20 is your work authorization that you can present to your employer's Human Resources department*.

You may begin work only after you have obtained your I-20 on which CPT has been authorized.

Working prior to obtaining approval is a violation of your status.

Questions? Contact Lisa Harris, Associate Director Office of Student Services
Phone: 650-433-3851 Email: lharris@paloalto.edu

Social Security Numbers

After you receive your CPT endorsed I-20, you may apply for a Social Security Number if you do not already have one. The Social Security Administration (SSN) will not process an application for a Social Security Number (SSN) if it is more than 30 days in advance of your scheduled CPT start date. For more details on SSNs, cut and paste this URL:
<http://www.paloalto.edu/admissions/admissions-resources/future-international-students/living-us>

SAMPLE CURRICULAR PRACTICAL TRAINING LETTER FROM EMPLOYER

Note to the Employer: Please use this format for the letter and give it to the student who requested it. Please re-type it on your agency's letterhead:

Today's Date

Lisa Harris
Associate Director of Student Services
Palo Alto University
1791 Arastradero Road
Palo Alto, CA 94304

Dear Ms. Harris:

(Your agency name, city and state) has offered *(name of student)* the position of *(insert title)* in Clinical Psychology. This position is unpaid/paid.

(Name of student) will work ____ *(number of)* hours per week. [*←for practicum part time CPT, number of hours/week cannot exceed 20 hours!*] *(Name of Employer)* will cooperate with the school in achieving the curricular purposes of the training.

[Provide BRIEF job description here]

This student's period of employment will be from _____ to _____ [*Example: August 1, 2018 to July 28, 2019. The start date must allow for CPT processing time and must be in the future. **For internship, dates must be less than one year.***]

The student will be employed at the following address
[NOTE – This address may NOT be a P.O. Box]:

Agency Name
Street Address
City, State, Zip

Sincerely,

[Signature of employer/supervisor]

Name and title of employer/supervisor.