



INTERNATIONAL STUDENT SERVICES

International Student Services
Sierra Vista, 3rd Fl
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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 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...
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...
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... 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: \_\_\_\_\_