

## Information to Host Organization (hiring F1 international student with CPT)

First of all, thank you for agreeing to host a Titan as an academic intern! We appreciate your willingness to take on students in this capacity and provide them with new knowledge and experience, developing their professional acumen. If the student you have selected is an F-1 international student they are required to be enrolled in an academic internship course and receive credit for their internship in order to be granted a Curricular Practical Training (CPT) work authorization; off-campus employment benefit. For a student to earn course credit for the internship, we must ask you to perform the following (see detailed steps on the following page):

1. Provide the student with an official Offer Letter detailing the terms of the internship
2. Register in the CSUF Titan Connection system so that we can approve the internship for course credit (required of all organizations that wish to host CSUF students)

We ask that these two items be addressed within one week of receiving this notice so that we can process the work authorization and academic approval in a timely manner and allow the internship to start as soon as possible. From the time you complete these steps and provide the student with the offer letter it will take a minimum of 3 weeks before the internship can begin.

### About CPT: Important things to note

Curricular Practical Training allows F1 students studying in U.S. college or university to engage in temporary employment (paid or unpaid) to gain practical experience that is directly related to their field of study. For more information about CPT, regulations, or approval process, please visit <http://international.fullerton.edu/employment/off-campus> or contact an ISS advisor in the International Students and Scholars Office, by telephone at 657-278-2787, by email at [iss@fullerton.edu](mailto:iss@fullerton.edu).

- Semester dates determine the range of time in which the internship can take place.
- Under no circumstances may the student work before or after the dates specified on the CPT I-20.
- The student cannot exceed 20 hours per week during the Spring or Fall semesters. Full-time hours are possible during the Summer semester with prior authorization from the International Student Services office (authorization must be obtained in advance).
- CPT extension is only permitted within semester dates. Extensions into a subsequent semester is a repeat CPT.
- Repeat CPT issuance is only possible if a **new and different** position is offered to the student.\*

\*The academic internship experience is considered a class and the student receiving credit for taking the same class more than once would not be academically prudent. However, the student engaging in a different experience learning new concepts and skills is entirely acceptable. The approval process, registration, and CPT authorization process must be completed each time.

## Registration and Approval Steps

### Step 1. Offer Letter

You must provide an official offer letter to the student. This is necessary for the CPT-I20 to be issued and so that the student can obtain a Social Security Number if required. The letter should be printed on company letterhead including complete address and contact details. In the letter, provide:

- Name of student
- Student's Job Title (e.g. Marketing Intern)
- A brief description of student's academic internship position
- Proposed start and end dates
- Number of work hours per week (consult the students specific CPT Authorization form for this information)
- Internship supervisors name and direct contact information
- Signature of suitable officiant from your organization

A sample letter can be found at: [http://international.fullerton.edu/pdf/employment/ssn\\_sample\\_letter\\_off-campus.pdf](http://international.fullerton.edu/pdf/employment/ssn_sample_letter_off-campus.pdf)

### Step 2. Academic Internship Registration

*Note: If you recruited the student through an **academic internship** posting in Titan Connection you do not need to complete this step.*

Registering and providing information about the internship is a straight-forward process that will take about 10-15 minutes. As this internship will be part of a course for which the student will receive academic credit you will be asked to define the training and learning outcomes the student can expect to receive. Please refer to the instructions at the following link to register your academic internship position for approval:

<http://www.fullerton.edu/cice/partners/internships.php>

## Contact Information

If you have questions or require guidance with any aspect of this process please contact us:

Center for Internships & Community Engagement  
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Main Office: 657-278-3746

Fax: 657-278-1217

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