

CPT Renewal Information

CPT Renewal Eligibility Criteria

All students engaging in CPT must be enrolled in an online internship course within the program of study. This for-credit internship course is taught by qualified faculty who will lead the course and facilitate discussions within the course. This will enable students to improve business acumen specific to professional goals. Students must receive a 70% or above to pass the class. If a student earns an overall failing grade in their internship course(s) in a given semester, then they will be ineligible for CPT in the following semester. It is the student's responsibility to maintain the minimum satisfactory GPA in order to retain CPT employment:

Undergraduate Students:

- Students earning a GPA of 2.50 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 1.50 – 2.49 are eligible for Part Time CPT only
- Students earning a GPA of 1.49 and below are not eligible for CPT

Graduate Students:

- Students earning a GPA of 3.00 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 2.50 – 2.99 are eligible for Part Time CPT only
- Students earning a GPA of 2.49 and below are not eligible for CPT

Required CPT Renewal Documents

Provided that all academic requirements have been met, you must also submit/complete the following documents to renew your CPT:

1. CPT Renewal Form/ Request to Add CPT Online Internship Course Form
2. Proof of tuition payment including internship course
3. CPT Performance Evaluations (Please click on hyperlink below)
 - [BBA Program Performance Evaluation](#)
 - [MBA Program Performance Evaluation](#)
 - [DBA Program Performance Evaluation](#)
 - [BA Ed Program Performance Evaluation](#)
 - [MA TESOL Program Performance Evaluation](#)

If you are continuing your CPT with a different employer, then please submit additional documents:

1. Change in CPT Request Form
2. New Cooperative Educational / Internship Agreement Form & CPT Application
3. New Employee Offer Letter (following the template in the Cooperative Agreement)

Please submit all required document to the following emails based upon your program level:

- Bachelor Level: cpt_bachelors@westcliff.edu
- Master Level: cpt_masters@westcliff.edu
- Doctorate Level: cpt_doctorate@westcliff.edu

Note: Missing documentation and/or failing to meet the academic requirements for CPT will cause processing delays and may even result in your application being denied. CPT documents must be sent to the correct email address within the CPT Division.



Office Use Only: Date Received: _____
Date Completed: _____

CPT Renewal Form

Section A

Curricular Practical Training (CPT) is approved by semester. It is the student's responsibility to submit completed CPT Renewal documents before the deadline **every semester**. Please complete Section A & Section B and submit documents to the CPT Division for your program level.

- Bachelor Level: cpt_bachelors@westcliff.edu
- Master Level: cpt_masters@westcliff.edu
- Doctorate Level: cpt_doctorate@westcliff.edu

First Name _____ Last Name _____ Middle Initial _____
Student I.D. _____ SEVIS ID#: N00 _____
Major: <input type="checkbox"/> DBA <input type="checkbox"/> MBA <input type="checkbox"/> MA TESOL <input type="checkbox"/> BBA <input type="checkbox"/> BAEd
Type: <input type="checkbox"/> Weekday <input type="checkbox"/> Weekend Campus Location: <input type="checkbox"/> Irvine <input type="checkbox"/> Cerritos
Are you taking a vacation? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, include dates: _____ to _____
CPT Internship Information (To be completed by the student)
Will you continue your CPT? <input type="checkbox"/> Yes, with the same employer <input type="checkbox"/> Yes, with a different employer
Company Name _____
Company Address _____ _____
CPT Position Title _____
Please explain in 2-3 sentences on how your position is related to your degree of study: _____ _____
Supervisor Name _____ Supervisor Title _____
Supervisor Email _____ Supervisor Phone _____
Start date _____ End date _____
<input type="checkbox"/> Full-time (more than 20 hours per week) <input type="checkbox"/> Part-time (20 hours or less per week)
Number of hours per week _____ Salary _____



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Request to Add Internship Course Form

Section B

All students enrolled in graduate degree programs are required to take an internship course and engage in an internship as it is a graduation requirement. The required internship is an integral part of the established curriculum here at Westcliff University. The internship course allows students the opportunity to gain practical training and real-life experience pertaining to their current program of study. The internship course is worth one credit each semester. All students engaging in Curricular Practical Training (CPT) must be enrolled in an internship course within the program of study.

Internship Course	Check Box	Semester/Year /Session (ex: Spring 2016, Session 4)
BUS 701 (DBA)		
BUS 501 (MBA)		
BUS 301 (BBA)		
TSL 501 (MA TESOL)		
EDU 301 (BA Ed)		

Direction: Please read through and check off the boxes.

I confirm the following are true:

- I understand as an F-1 student my primary objective at Westcliff University is to focus on my studies.
- I reviewed the online Curricular Practical Training (CPT) Tutorial (<https://voicethread.com/share/10945424/>) and/or have attended the F-1 International Student Workshop (including CPT Training) at New Student Orientation.
- The proposed CPT is directly related to my major area of study and integral to my degree program.
- I understand that CPT provides an opportunity to acquire additional skills related to my degree program. CPT is not work authorization for the sake of working in the U.S. and should not interfere, hinder, or delay my degree completion.
- I understand it is my sole responsibility to apply for CPT or renewal in a timely manner and that I cannot continue CPT if the end date has been reached and renewal has not been processed.
- I understand I cannot work using CPT until I have a new or updated I-20 from Westcliff University authorizing CPT and I can only work within the CPT authorization dates.



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- I understand that working without CPT authorization will cause me to lose my F-1 status.
- I understand that in order for me to be considered for CPT, I will need to enroll in an internship course and answer/respond to weekly online discussion questions according to the syllabus on the GAP.
- I understand that the internship provider may be required to complete a performance evaluation as a part of the internship course.
- I understand that I must earn a 70% or above to pass an internship course. If I earn an overall failing grade in my internship course(s) in a given semester, I will become ineligible for CPT in the following semester.
- I understand that I must maintain the required GPA for my degree program in order to retain/renew my CPT.

I have reviewed, understand, and will adhere to the items listed above. I must adhere to Westcliff University's academic and CPT policies set up for all F-1 students and agree to assume the responsibilities outline in this form, the Cooperative Educational / Internship Agreement, and all other related CPT documents provided by the University. I understand that it is my responsibility to submit completed CPT documents to the respective CPT Division before the CPT submission deadline date. If there are any missing documentation or if documents are submitted past the deadline, I understand that my request to add CPT may be denied or even may be delayed. In addition, it is my responsibility as an F-1 international student to report any changes in my CPT in a timely manner or I will be violating my F-1 status and may be subject to SEVIS termination.

Student Signature

Date