



SILICON VALLEY UNIVERSITY

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Important information about CPT

Please read carefully

Note: Effective from January 3rd, 2011 (Spring Trimester)

To be considered for CPT employment, the work must be directly related to your major field of study and must be at your level of study (i.e. the position should require a bachelor's or master's candidate). If you have a training opportunity and cannot determine if it is related to your field and level of study, please check with the university to see if the job actually qualifies for CPT.

At Silicon Valley University (SVU), only part-time (20 hours or less per week) CPT is authorized for the Fall and the Spring Trimester. During these two terms, you may only be employed part-time while taking at least 2 courses at the same time. However, you may register below full course for the Summer Trimester or if it is your last term. Full-time CPT is allowed only for the Summer Trimester.

Procedures for applying CPT

1. Meet with an academic advisor to see if you qualify for applying CPT.
2. Fill out and submit a CPT request form online along with the company offer letter. The CPT request must be approved by an academic advisor prior to submitting the CPT request form.
3. Register the CPT course and pay the tuition in full in person.
4. Receive your CPT I-20.

Things you should know

1. You have to register a CPT course and pay the tuition fee in one full amount or your application will not be processed. Installment plan is not available for CPT courses.
2. You must have a GPA of 3.0 or higher in order to be qualified for registering a CPT course.
3. You must maintain a GPA of 3.0 or higher in order to continue or extend your CPT project.
4. Your CPT may be terminated if your GPA falls below 3.0 in any trimester.
5. CPT credits are not counted towards the graduation requirements.
6. You are to register for the required number of courses in additional with your CPT project.
7. There is a non-refundable fee of \$500.00 to cancel your CPT within one month.
8. There will be no refund if you choose to cancel your CPT after one month.
9. Be aware that if you use a cumulative total of twelve months or more of "full-time" CPT, you will lose your eligibility to apply for Optional Practical Training (OPT).
10. Your employer will be contacted to verify your employment.
11. Based on the U.S. Immigration regulations, you are to inform the university within 10 days if there is a change of companies, or a change of your residential address.
12. It usually takes 1-2 weeks to process CPT request, so please only check after 10 business days.
13. SVU reserves the right to terminate your CPT at any time in case of violation.

By signing below, it is to certify that I have read and understood the above regulations. I agree to follow and keep myself updated with the latest rules and regulations of Silicon Valley University and USCIS.

Student Name: _____ Date: _____

[GO TO CPT REQUEST FORM](#)