

Curricular Practical Training (CPT)

Cooperative Work Experience Education (COOP)

COOP Class	Term	Units	Working Hours
COOP 170 (Job related to major)	Fall/Spring	2	10
		3	15
		4	20
	Summer	2	25
		3	37.5
COOP 180 (Paid Internship related to major)	Fall/Spring	2	10
		3	15
		4	20
	Summer	2	25
		3	37.5

Checklist:

- Confirm your eligibility to work off-campus with ISAS Advisor
 - Drop-in to the ISAS office during advising hours Monday through Thursday

- Find a job/internship that is *related* to your major
 - Use the online job system: www.dvc.edu/career
 - Visit the Career Employment and Transfer center
 - Talk to your friends!

- Register for COOP on WebAdvisor

- Complete online COOP Employment Form: www.dvc.edu/coop

- Bring job offer letter to ISAS Advisor for updated I-20 and work authorization

Curricular Practical Training for F-1 Students for Cooperative Work Experience Education (COOP)

According to the Department of Homeland Security (DHS) federal regulations, 8 CFR 214.2(f)(10)(i);274a 12(b) 6 (iii) a student is allowed to work as part of Curricular Practical Training while enrolled in Cooperative Education units. During school time a student is allowed to work on 20 hours per week but during vacation periods i.e. summer a students is allowed to work up to 40 hours per week. **ALL of-campus work with the exception of Special Student Relief and Extreme Economic Hardship must be related to the students' field of study.**

Conditions and Requirements

- 1) The student must have been in F-1 student status for a full academic year i.e. two semesters (time in English language programs do NOT count as part of the academic year but transfer students may count consecutive time in academic programs) before they can do any off-campus work unless approved by the DHS. Maintaining status refers minimally to completing 12 units per semester (unless otherwise authorized) and maintaining a minimum 2.0 grade point average.
- 2) The student must FIRST be offered a job. The job must be approved by the DVC Career Services program through Cooperative Education Work Experience.
- 3) The student must be enrolled in Cooperative Education units or the work must be a requirement of an existing program such as Restaurant Management or Culinary Arts.
- 4) The student must present a letter of employment describing the job to the Designated School Official (DSO) in the International Students Admissions and Services office. The letter must be on letterhead and must also indicate that the hours will NOT exceed 20 hours per week while school is in session. Student may work more than 20 hours a week during school breaks and summer.
- 5) The DSO approves students for Curricular Practical Training and indicates the approval on the student's I-20 form. The DSO is also responsible for sending the certification of status for employment to the Department of Homeland Security.
- 6) If a student works a total of 12 months FULL-TIME CPT (over 4 summers) they lose their eligibility for Optional Practical Training as approved by DHS.
- 7) Students need to check with the DVC Cooperative Education program to know what limits there are for working over a number of semesters.
- 8) A student must get CPT approval FOR EACH SEMESTER.
- 9) All students must go to the DSO and bring their I-20s and employment letters with them AFTER they have received approval to enroll in a COOP course.