

## **Curricular Practical Training Information and Application**

### **Application Instructions:**

- Come into CIS for information and a packet.
- Prepare your materials and submit them to CIS.
  - Job Offer Letter. This is a letter from your employer that contains all of the following information:
    - Name of company
    - Address of company
    - Job title
    - Duties of the job
    - Beginning date of employment (Employment may be granted beginning two weeks prior to the start date of the internship credit course but only with a letter from the advisor stating the exact dates during which the student will be receiving a grade)
    - End date of employment (Employment may extend two weeks after the end date of the internship credit course, but only with a letter from the advisor stating the exact dates during which the student will be receiving a grade)
    - Name of supervisor
    - Phone number of supervisor
- Completed CPT Application.
- Advisor letter confirming employment relates to field of study (optional, but recommended)
- Completed SEVIS Release Form.
- Proof of enrollment in academic credit.
- Copy of most recent I-20.
- ❖ Check your email regularly for requests and updates from CIS regarding your application.

\*Note: Though there is no application fee, you will be required to pay tuition for the credits you will be receiving during your CPT and enrollment in at least one credit hour is required.

# Curricular Practical Training Information and Application

<b>Preconditions</b>	<ul style="list-style-type: none"> <li>▪ Student must have been lawfully enrolled on a full-time basis for one full academic year before being eligible for CPT. Exception exists for graduate students whose programs require immediate curricular training. Available only while student is in F-1 status, before completion of the educational objective. Students in English language training programs are ineligible for CPT.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>▪ Students may engage in CPT only for the specific employer, location and period approved and recorded by Center for International Students.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>▪ CPT employment authorization reflects the dates of enrollment in internship credit. Employment maybe granted beginning two weeks prior to the start date of the internship credit course and extend two weeks after the end date, but only with a letter from the advisor stating the student will be receiving a grade for work done during that time period. This letter must reflect the start and end dates dictated by the employer CPT may be granted by Center for International Students in increments of no more than one year, or until expected date of employment completion, whichever is shorter. No cumulative maximum, except that it can only be approved before completion of the academic objective.</li> </ul>
<b>Hours per week</b>	<ul style="list-style-type: none"> <li>▪ Can be approved for part-time (20 hours or less) or full-time (over 20 hours).</li> </ul>
<b>Field/level of work</b>	<ul style="list-style-type: none"> <li>▪ Must be an integral part of an established curriculum, and be related to the student's major field of study.</li> </ul>
<b>Offer of employment</b>	<ul style="list-style-type: none"> <li>▪ Must have an offer of employment from an employer offering work that qualifies as curricular practical training.</li> </ul>
<b>Effect on other work</b>	<ul style="list-style-type: none"> <li>▪ Use of full-time CPT for one year or more eliminates eligibility for Optional Practical Training. Use of part-time CPT does not affect eligibility for Optional Practical Training.</li> </ul>
<b>Approval process</b>	<ul style="list-style-type: none"> <li>▪ Center for International Students must update SEVIS with CPT authorization. Center for International Studetns will also print out updated Form I-20 reflecting the CPT authorization. Student cannot begin CPT until CPT Employment Start Date recorded on the student's CPT I-20. The student will need this when completing Form I-9 for the employer. Government approval is not required, and no work permit card is issued.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>▪ Must continue to maintain a full course of study in F-1 status during the period of employment.</li> </ul>

# Curricular Practical Training Application

**To be completed by the student:**

Circle One:

Graduate

Undergraduate

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Current Address \_\_\_\_\_

Current Phone Number \_\_\_\_\_ Current Email \_\_\_\_\_

Major \_\_\_\_\_ Degree Sought (BS/BA/BSN/BFA) \_\_\_\_\_ Proposed Graduation Date \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours per Week \_\_\_\_\_

Course Number & Course Title for CPT \_\_\_\_\_

Hours of Academic Credit for CPT \_\_\_\_\_ Total Academic Credit Enrolled for Term \_\_\_\_\_

Description of work to be performed for CPT \_\_\_\_\_

I understand and meet the requirements for Curricular Practical Training outlined in the 'Curricular Practical Training Information and Frequently Asked Questions' document.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**To be completed by the Internship Coordinator in Major Department:**

Is the proposed employment required of all students in this major as an internship?      Yes    No

Is the proposed employment a part of a course for which the student receives credit?      Yes    No

Is the proposed employment a part of a course that is monitored by a faculty member and listed in the school catalog?

Yes    No

By marking "Yes" to at least one of the questions above, I agree that this CPT "is an integral part of an established curriculum" as defined in 8CFR sec. 214.2(f)(10)(i).

Yes    No

Name & Title of faculty member who will assign grade and monitor employment:

Name \_\_\_\_\_ Title \_\_\_\_\_

Description of employment and method by which division will monitor work and determine grade:

I hereby recommend this student and this position for curricular practical training work permission.

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

Printed Name and Title of Internship Coordinator/Academic Advisor \_\_\_\_\_

# Release of Work Permit information to SEVIS Database

I authorize Center for International Students to submit the necessary information to the SEVIS database in order to complete my work permit application. I am aware that once the information has been added to the SEVIS database, it cannot be deleted or changed. All information on this form must be completed for the database to be updated. Upon completing the submission of information for a work permit of any type to the SEVIS database, a new I-20 (for F-1 visa) or DS-2019 (for J-1 visa) will be generated. I will return to CIS in three days to sign this new form and finalize my work permit application.

**I have the following visa status (choose one)**

- F-1**
- J-1**
- Other** \_\_\_\_\_

**I am applying for one of the following (choose one)**

- Economic need based off campus work permit (F-1 visa only)** Starting Date \_\_\_\_\_ \*
  
- Optional Practical Training (F-1 visa only)** From \_\_\_\_\_ to \_\_\_\_\_ \*  
Date of Graduation \_\_\_\_\_  
Major \_\_\_\_\_
  
- Curricular Practical Training (F-1 visa only)**  
Name of employer (company) \_\_\_\_\_  
Address of employer \_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Phone number of supervisor \_\_\_\_\_  
Dates of employment From \_\_\_\_\_ To \_\_\_\_\_
  - Attach job offer letter
  - Attach CPT Application Form
  - Attach advisor letter (optional, but recommended)
  - Attach proof of enrollment in internship course

- Academic Training (J-1 visa only)**  
Name of Employer (company) \_\_\_\_\_  
Address of employer \_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Phone number of supervisor \_\_\_\_\_  
Dates of employment From \_\_\_\_\_ To \_\_\_\_\_
  - Attach job offer letter

**\* Processing of Application can take up to 120 days**

**Student name (please print)** \_\_\_\_\_

**Mailing address after graduation** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Office Use Only: Student Account Cleared _____ Student Loan Cleared _____
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Office Use Only: SEVIS DB Updated _____ Date & Initials _____
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