

CPT Application Form



Application Checklist: The following actions must be completed before turning in CPT application

- Understand the eligibility, the requirement and the process of CPT authorization. (CPT Workshop also available)
- Complete CPT application form (all items must be filled in)
- A valid job offer letter from prospective employer/internship site stating the terms of CPT (must follow sample letter).
- Academic Advisor's signature below
- Register for internship course (For Undergraduate)
- A copy of your class schedule showing full time enrollment

Keep ALL original copies of CPT I-20s for future USCIS applications such as OPT, H-1B and Permanent Residency

- Check here, if you need a letter for your Social Security Number (SSN) application
(only for students without a SSN)

SECTION I: TO BE COMPLETED BY STUDENT

Check here, if this is the extension of your current CPT.

Student's Name: _____ **E#:** _____

Major: _____ **Degree Level:** BA MA MBA OTHER _____

CPT Semester/Session: Fall Spring Summer Session 1 Session 2 **Year:** 20 _____

Part-Time (> 20 hrs) Full-Time (> 20 hrs)

Email Address: _____ **Student's Position Title:** _____

Employment Start Date: _____ **Employment End Date:** _____

Employer/Company Name: _____

Physical Work Address: _____
Street Address **City** **State** **Zip Code**

Brief Description of duties: _____

SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR

Curricular Practical Training (CPT) is work authorization for off-campus employment in the student's field of study which is a required part of curriculum. The following form must be completed and signed by an academic advisor in order to be authorized for CPT. Please only endorse this form after the student has an offer of employment and verify that the employment is directly related to the student's current major/program.

Student's Expected Program Completion Date: _____

The internship employment is directly related to the student's major and

- Satisfies the course requirements for internship course _____ (course number).
- Is required for collecting data or conducting research for an approved thesis or senior project.
- Is an integral part of the student's academic program
- Other (Please Explain) _____

By signing below, I confirm that this work experience is related to the student's academic program.

Advisor Name

Advisor Signature

Date

Curricular Practical training (CPT) Application Process

CPT is alternate work/study, internship, cooperative education, clerkship, or optional/required internship or practicum, available only while the student is in F-1 status, before completion of the educational objective. CPT is authorized part-time (20 hours or less per week) and Graduate programs are exception to this rule.

CPT Eligibility Requirements

- Must have been enrolled full-time for at least one full academic year (fall and spring semesters).
Please note: Students in graduate degree programs that require immediate practicum hours are exempted from the one full academic year requirement.
- Employment must be integral or relevant to your established curriculum.
- Training that is required of all students or optional for your degree or track.
- Register for the appropriate credits before applying for CPT; if you cannot receive course/research credits for the work experience, you cannot be authorized for CPT.
- Must be in good academic standing (3.0 or higher for Graduate Students and 2.0 or higher for Undergraduates).
- Must have a valid employment/internship/training offer related to the student's major area of study (paid or unpaid).

How to apply for CPT

You should make an appointment to meet with your PDSO at International Center (Admin 120) prior to engaging in the internship, clerkship, or practicum. Please bring the following documents with you for your appointment:

- CPT APPLICATION FORM with Academic Advisor's Signature
- INTERNSHIP OFFER LETTER - An offer letter from the prospective employer on the employer's letterhead. The offer letter should provide the following:
 - Job title
 - Beginning and ending dates of employment
 - Wage/salary/remuneration
 - Number of hours per week to be worked (Full-time or Part-time)
 - Full address of employer
 - Brief description of work

If all documents are in order and registration for CPT is completed, the CPT will be authorized during your appointment. No additional employment authorization is required from United States Citizen and Immigration Services (USCIS) for CPT.

Important Notes:

- CPT must be authorized and a new I-20 issued to and signed by the student before employment begins.
- Unpaid internships may require CPT authorization if the student receives academic course credit.
- CPT is authorized **one** semester at a time. Working without renewing work authorization is a violation of the F1 Visa regulation
- 12 or more months of full-time CPT authorization makes you ineligible to apply for Optional Practical Training (OPT).

If you have any questions regarding any type of practical training, please contact your PDSO.