

A student who is maintaining F-1 status may be approved for off-campus employment through CPT if the work is an “integral part of an established curriculum.” Eligibility requirements for CPT;

- Must be in active F-1 status at the time of application and have been enrolled full-time for one academic year before starting CPT. Exception exists for graduate students whose program requires immediate practical training.
- Work must be identified as an “integral part of an established curriculum.” Must be required by the degree program or part of a course.
- Student must be registered for at least one course related to the CPT for each term during which CPT is authorized. This includes J-term. (Student should apply every semester or every vacation to maintain their CPT status if they are willing to work for a long period of time. Student can apply CPT four times during a year (spring, summer, fall and winter))
- CPT must be approved for one semester at a time, not to exceed the program end date.
- CPT must be approved and authorized on the I-20 prior to the employment start date. Working off-campus without prior authorization is a violation of F-1 status.
- CPT shall be authorized for a part-time basis during regular academic terms while a full-time basis can be authorized during the summer and winter terms.

The Following documents are required to apply for CPT;

- Completed CPT Application Form two weeks before the beginning of the semester (Fall, Spring, Summer, Winter)
Applications for a CPT will not be accepted once the semester begins.
- Employment offer letter must be on employer letterhead and must include:
 - Name, address and contact information of employer
 - Brief description of job duties
 - Exact start and end date of employment
 - Number of hours per week (Part-time CPT ≤ 20 hours/week. Full-time CPT = 20+ hours/week.)
Students who exceed one year of full-time CPT are ineligible for OPT upon completion degree
 - Indication of hourly basis work payment
 - Business Card (owner or company)
 - Fee of CPT I-20 request: \$20.00
- Register an optional independent study as zero credit, must include written internship project proposal On-Campus Off-Campus
(see page 2 of this application for requirements)

Part A: TO BE COMPLETED BY THE STUDENT

Name _____		<input type="checkbox"/> Male	<input type="checkbox"/> Female
<small>Last Family Name</small>	<small>First Given Name</small>		
DOB (mm/dd/yy) _____	Year of Admission _____	<input type="checkbox"/> Spring	<input type="checkbox"/> Spring-Flex
		<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
		<input type="checkbox"/> Fall-Flex	<input type="checkbox"/> Winter
<input type="checkbox"/> Degree Program <input type="checkbox"/> Non-Degree Program			
<input type="checkbox"/> ESL	<input type="checkbox"/> Undergraduate _____	<input type="checkbox"/> Graduate _____	<input type="checkbox"/> Doctor _____
Student ID No. _____	Contact Phone Number _____		
Have you ever done full-time CPT for a different degree program at the same academic level? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer Name: _____		Job Title: _____	
Address: _____			
	<small>Street</small>		
	<small>City</small>	<small>State</small>	<small>Zip code</small>
Applying for <input type="checkbox"/> New CPT authorization <input type="checkbox"/> Renewal /add of previous CPT authorization			



Requested Dates of CPT _____ Until _____

Number of hours per week _____

I verify that I have read the eligibility requirements for CPT and that the work is integral to my program of study. I understand that working without authorization is a violation of F-1 status. Additionally, I agree to register for all class listed on page 3 of this application, and to notify school in advance of any changes.

Student _____ Date _____

Signature _____

Part B: TO BE COMPLETED BY THE ACADEMIC DEPARTMENT / INTERNATIONAL OFFICE

Please complete the following information about the student's eligibility for CPT. Your signature indicates a recommendation that the school office will use to ensure the proposed employment is in compliance with federal regulations. If you have any questions, please contact us in advance.

- Is the proposed employment directly related to the student's degree program?
 Yes No
- Is the experience to be gained from the proposed employment an integral part of the student's current degree program?
 Yes No
- Please select the reason for Curricular Practical Training;
 - Student must engage in proposed employment to meet the requirements of the course or of the degree program, as listed in the university catalog.
 - Student thesis/culminating project requires an internship or field work.
 - Student will engage in proposed employment as an optional independent study. The experience to be gained from the employment is an integral part of the degree program and will not delay graduation or prevent the student from making normal academic progress. A copy of the approved internship procedures and progress reports, list of coursework related to project, name of faculty mentor/supervisor, specification of final product for the project(if applicable), and final project due date.
- Please list the course information for all terms that apply;

Academic Term	Course Code	Course Name	# of Credits
Fall			
Winter Term			
Spring			
Summer Term			

Comments (Explain how employment is related to student's course of study)

I verify that I have reviewed the eligibility requirements for Curricular Practical Training and recommend CPT as on integral part of the student's program of study.

Academic Advisor Name: _____

Print Signature

Department: _____ Phone: _____ Date: _____