



CURRICULAR PRATICAL TRAINING (CPT)

Request Form

Part I: Student Section

Eligibility: Student must be in valid F-1 status, in good standing with the university, have employment/internship offer in a position directly related to field of study, have completed at least two semesters (unless program requires immediate participation in an internship).

LAST NAME

FIRST NAME

Degree Level: Bachelor's ____ Master's ____ Doctorate ____

Number of hours will work per week

Part Time: ____

Full Time: ____

Directions:

- (1) The student must provide "hire/offer letter" to their department advisor for review before CPT approval. If this is a required course (example) Clinical class, you must get enrolled before approval.
- (2) Provide hire letter and CPT request form to International Admissions Office before CPT start date.
- (3) Upon approval of CPT from IA Office, the student will be granted CPT in SEVIS and given an updated I-20 showing CPT.

NO CPT WILL BE GRANTED OR ALLOWED UNTIL APPROVAL BY IA OFFICE AND SEVIS RECORD UPDATED

Part II: To be completed by Academic Advisor

Note: CPT is approved on a semester basis. If a student is continuing, or needs additional CPT's, a new form with approval will be required with new semester start date.

Employment Start Date: ____/____/____ (MM/DD/YYYY)

Student's expected CPT completion date: ____/____/____

The student is enrolled into ____ credits for the current semester.

____ **Academic Course Completion CPT.**

Course Department Number: _____ **course name** _____

This would include the following distinction:

- Enrolled in an Internship or Clinical or Capstone course

____ **The internship is not required, but academic credit will count towards the course or degree.**

In some situations, an employment opportunity is not required and does not count for course credit but is still an integral part of the established curriculum. If this is the case, indicate in the advisor letter that the opportunity is "an integral part of the curriculum" of the student's program and explain how it is integral. *Example: points given within the class, departmental reflection paper requirement, or research paper for the class.*

Academic Advisor Signature: _____ Date: _____

Advisor email: _____