



Curricular Practical Training (CPT) Request Form



Curricular Practical Training (CPT) is a benefit available to qualified F-1 visa students which allows them to gain practical experience in their field of study while pursuing their degree. The eligibility requirements are as follows:

- Student must have been lawfully enrolled on a full-time basis in the U.S. for one full academic year prior to the time the proposed CPT would begin;
- Student must be enrolled in at least one credit hour in a required or elective course applicable toward the student's degree;
- The CPT employment must be through a specified employer (as noted below);
- Student and his/her academic advisor must complete this form and return it to the International House for review and processing of the CPT authorization on a new I-20 form before the CPT employment may begin;
- Curricular Practical Training can only be approved before completion of a student's degree

Please note: CPT can be approved for one semester (maximum of 20 hours per week) or summer period (up to 40 hours per week) at a time. A student and his or her academic advisor must complete this process each semester, if the student wishes to continue under CPT.

Section A: To be completed by student

Last/Family Name: _____ First Name: _____

WIN #: _____ Telephone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Full name and address of the organization through which you will do Curricular Practical Training:

Name of the Organization: _____

Address of Organization: _____
(including city, state and zip code)

Name of supervisor: _____ Phone #: _____

Is the position: _____ part-time* or _____ full-time*? * = If during the semester, only part-time CPT is possible.

Requested start and end date of CPT: _____

(please turn over)

Section B: To be completed by student's academic advisor**

This student is pursuing a _____(degree) in _____(major).

The student's anticipated date of graduation is ____ ___/____ ___/____ ___ ____. (mm/dd/yyyy)

The student ____is / ____is not making normal progress toward his/her degree. Is the proposed curricular practical training a **required part of the curriculum**? Yes___ No___

Is the proposed curricular practical training an **elective of the curriculum applicable toward the degree program**? Yes___ No___

[Important: If both answers to the above two questions are “no”, Curricular Practical Training can **not** be recommended. If at least one answer is “Yes,” then complete the following.]

The student is enrolled in _____ (name of the course).

The Curricular Practical Training will be through: **a)** paid internship____, **b)** co-op program____
c) paid practicum ____, **d)** other ____ (please specify):

Name of Advisor:_____ Signature:_____

Phone extension:_____ Date:_____

** = If you have any questions about CPT or this form, please contact Heidi Staerkel at ext. 2087.

Section C: To be completed by International Programs Office

Curricular Practical Training is____/is not____ approved.

Signature _____ Date_____