Curricular Practical Training (CPT)
Request Form

TO BE COMPLETED BY STUDENT*:*

Curricular Practical Training (CPT) is an employment authorization that allows international students on F-1 visas to gain practical work experience directly related to their studies in an off-campus environment. The requirements for CPT are (***please initial by each requirement, indicating your agreement***):

_____ The work experience must be related to my field of study and an integral part of my program.

_____ I must have been enrolled full-time for at least one academic year already.

_____ I must maintain a full course of study while I am participating in CPT.

NOTE: F-1 students may not begin employment without first receiving the CPT authorization from the International Student Office, and may not continue employment past the end date of the CPT authorization – employment without authorization is considered a violation of (and therefore jeopardizes) the F-1 status.

Student Name: _____ **Major(s)**: _____

Name of Employer: _____ **Supervisor**: _____

Address of Employer: _____

Brief Description of Job: _____

_____

_____

Number of hours per week: _____ **Start and End date**: _____

Please return completed form to the International Student Office, along with a copy of your job offer letter

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TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIR*:*

US immigration regulations require that CPT be used by students for work experience that is an integral part of their programs of study. Any questions may be directed to the International Student Office. Thank you for your assistance.

How is the proposed work experience an integral part of the curriculum in your department? _____

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Advisor's Signature *Date* *Phone Number*