



CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION

TO BE COMPLETED BY THE STUDENT:

The CPT application **requires a job offer letter from your employer**. The letter must be on the company's letterhead and signed by the employer. The letter should include: job title; description of job duties; address of physical work location; start and end dates of employment; hours per week; supervisor's name, title and contact information

Student's Name: _____
(Family Name) (First name)

Employment Information:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____ Start Date: _____ End Date: _____

Full Time (>20 hours per week) Part Time (<20 hours per week)

Student's Signature: _____ Date: _____

TO BE COMPLETED BY THE ADVISOR:

I certify that this curricular practical training is a required and integral part of the above-named student's program of study and he/she/they will be enrolled in the CPT related course: _____ . I have reviewed the student's letter of employment and I recommend the curricular practical training.

Faculty Advisor Signature: _____ Date: _____

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL (DSO):

Signature of (P)DSO _____ Date Processed: _____

Comments: _____

CPT Information for Faculty Advisors

- Curricular Practical Training (CPT) is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with a school.
- CPT is only available to F-1 (degree-seeking) students when it is an integral part of an established curriculum. In practical terms, “integral part of an established curriculum” means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training.
- F-1 students **must** be enrolled for one full academic year before they are eligible for CPT.
- Once a student has completed 12 months of full time CPT, he or she will become ineligible for Optional Practical Training (OPT) after graduation. Part time CPT does not impact eligibility for OPT.
- F-1 students are required to maintain status while completing CPT. This means that the student **must** be enrolled in a full course of study (12 credit hours per semester) during the CPT period. If the student’s CPT is less than 12 hours, he or she must be enrolled in other courses.
- The student **must** meet with the PDSO **before** they may begin work.

If you have any questions regarding a student’s eligibility for CPT, please feel free to contact the PDSO.