



Application for F-1 Curricular Practical Training (CPT)

STUDENT

Student Last Name

Given Name(s)

Class Year

Date

Major(s)

Minor(s)

Advisor

In addition to the above information please indicate the following:

- Proposed CPT employing company's name _____
- Address where the work would be done _____
(This may be different than the company's main address) _____
- Position start and end dates ____/____/____ ; ____/____/____
- Number of hours of employment per week _____
- Number of WISE hours you must complete per week _____

* Student **MUST** attach a job offer letter that includes job duties and confirms ALL the details requested above.

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ADVISOR

Course #:

INT-298

(Freshmen)

INT-398

(Sophomores)

INT-498

(Juniors)

Credit: $\frac{1}{2}$

(All CPT internships are half-credit and subject to internship credit restrictions described in the [Academic Bulletin](#).)

It is anticipated that this student will complete all requirements for the current degree program on or about:

Month

Year

Rationale for Internship

1. How will this Internship serve the student's educational and potential career goals?



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2. What are the job duties?
3. How do the job duties relate to his program of study?
4. How will the Internship be assessed? (Such as a portfolio of student work, reflective essay, etc.)

The internship is a non-division course that cannot be applied toward the 34 credits required for graduation. The course is recorded on the student's transcript, however. Students will not be allowed to pre-register in an internship course until approval is granted.

Supervising Faculty _____
Print Name *Signature*

Dept./Prog. Chair _____

Print Name *Signature*

Student Advisor _____
Print Name *Signature*

REGISTRAR'S OFFICE ONLY

Approval Date _____ By _____

INT course added to schedule (date) _____

Scanned to student file (date) _____

Student Acknowledgement:

Maintaining F-1 Status with CPT Authorization

Directions to Student: Read this sheet carefully, ensuring you understand all it contains, and sign at the bottom to acknowledge your understanding of your responsibilities for maintaining your F-1 status with a CPT authorization.

CPT is work authorization, and the US government takes unauthorized work very seriously. It is your responsibility to ensure you are working appropriately to maintain your F-1 status with CPT. CPT violations can have severe consequences on your current and future immigration status.

To have CPT issued, you must meet 2 F-1 regulatory requirements:

- The internship must relate to your declared major: The CPT application will demonstrate and document this.
- Your internship must be “an integral part of an established curriculum”: Demonstrate this by enrolling in an INT course and earning academic credit.

To maintain your F-1 status during CPT, abide by the following rules:

- Part-time CPT is limited to 20 hours/week. There is no hourly limit/week for full-time CPT. However, a total of 12 or more months of full-time CPT will make you ineligible for OPT.
- Work only within the CPT authorized dates as listed on page 2 of your I-20. If there is a potential for your internship date to be extended, talk to the International Center in advance of the listed end date to see if an extension is possible. **Do not work beyond your CPT end date without having received an extension or new CPT authorization.**
- Complete INT coursework and pass the INT class (which is graded on a credit/no credit basis). The deadline to submit INT coursework is listed in the syllabus. **If you do not earn INT credit as part of your CPT process, this is a violation of the F-1 regulations.**
- Report your residential address during your internship to the International Center.
- If anything changes with any respect to your internship after you receive your CPT authorization, alert the International Center immediately.

If you fail to meet with the International Center to receive a CPT I-20 or if you fail to do the coursework for the INT credit for your internship, that is a violation of F-1 status that results in the loss of F-1 status and requires the International Center to terminate your SEVIS record.

The termination of your SEVIS record means your I-20 is no longer active and you will need to depart the US immediately. To regain F-1 status, you would need to get a new SEVIS record, pay the SEVIS fee again, and receive a new I-20. Then, you would return to the US using the new I-20.

Please note that entering the US with a new SEVIS record requires you to complete 2 semesters of study with the new record before becoming eligible for CPT or OPT again.

Student Acknowledgement

By signing below, I acknowledge my understanding that I have not yet fully applied for CPT—I agree to set up a time to meet with the International Center to finalize my application and receive my new CPT I-20.

Additionally, I acknowledge my understanding of the CPT regulations and my responsibility to maintain my F-1 status.

Name: _____ **Signature:** _____

Date: _____

Please sign and return in hard copy to Amy Weir.