



International and Experiential Education

## CURRICULAR PRACTICAL TRAINING APPLICATION INTERNSHIP CERTIFICATE PROGRAM

The regulations state that Curricular Practical Training must be “an integral part of an established curriculum.” It includes Internship/Externship for credits, Practicum, Alternate Work Study and Cooperative Education, which is offered by sponsoring employers through cooperative agreement with the school.

**NOTE:** Upon review of the application, the DSO will update the student’s SEVIS record to reflect the Curricular Practical Training authorization and print a new SEVIS Form I-20 to return to the student prior to the beginning of the employment.

CHARACTERISTICS OF CURRICULAR PRACTICAL TRAINING	
✓ Student must be lawfully enrolled on a full-time basis for one academic year. <b>Note:</b> Exception exists for graduates students whose programs require <u>immediate curricular training</u> .	
✓ Must be an integral part of an established curriculum in the student’s field of study.	
✓ Must be <u>part-time</u> (20 hours or less while school is in session); <u>full-time</u> (over 20 hours) during <u>summer vacation</u> or <u>holidays</u> .	
✓ Must have an <u>employer’s offer letter</u> that qualifies as Curricular Practical Training.	
✓ Student must work <u>only</u> for the employer mentioned in the offer letter.	
✓ Must receive <u>written authorization</u> for the Designated School Official before work begins.	
✓ Must continue to maintain a full course of study in F-1 status during the employment period.	
✓ Student must be in good academic standing. Requirements below:	
<b>UNDERGRADUATES</b>	<b>GRADUATES</b>
<ul style="list-style-type: none"> <li>• Junior year (63 – 69 credits)</li> <li>• 2.5 GPA</li> </ul>	<ul style="list-style-type: none"> <li>• 18 credits All Majors</li> <li>• 3.0 GPA (3.24 for STEM Majors)</li> </ul>
REQUIRED DOCUMENTS	DESCRIPTION
<b>Student Request Form</b>	✓ Signed by student
<b>Department Chair’s Approval Form</b>	✓ Signed by the academic advisor
<b>Internship Offer Letter</b>	✓ Offer letter from employer
<b>Proof of Registration</b>	✓ Copy of class schedule
	✓ Proof of registration to internship course



### STUDENT REQUEST FORM Curricular Practical Training

The information requested is needed for the U.S. Citizenship and Immigration Services. Please read this form carefully and return it complete to the Office of International and Experiential Education. Incomplete applications will NOT be processed. The application process takes approximately five (5) working days.

**To Be Completed by the Student (PLEASE PRINT)**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

U.S. Address: \_\_\_\_\_

Foreign Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Degree: (Circle One) Bachelor's | Master's

Field of Study: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_

This Training will be: (CIRCLE ONE)

Dates of Training:

Part-Time | Full Time

From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PREVIOUS PERIODS OF CPT	NUMBER OF MONTHS

Mailing Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



International and Experiential Education

DEPARTMENT CHAIR APPROVAL FORM
Curricular Practical Training

The information requested is needed to comply with the U.S. Citizenship and Immigration Services (USCIS). USCIS defines Curricular Practical Training as an integral part of the established Curriculum. It can be an Internship/Externship, Practicum, Alternate Work Study or a Co-Op offered by a sponsored company through a cooperative agreement with your program sponsor or arranged with the approval of your department. This form and the offer letter must be returned to the Office of International Education.

STUDENT INFORMATION (PLEASE PRINT)

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

DEPARTMENT CHAIR'S INFORMATION (PLEASE PRINT)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Please explain why this Curricular Practical Training experience is an integral part of the academic program. How will this experience benefit his/her studies. (This information will be entered in the SEVIS record).

Four horizontal lines for text entry.

Degree: (Circle One) Bachelor's | Master's Field of Study: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_

This Training will is: (CIRCLE ONE)

- \_\_\_\_\_ A required part of the degree program
\_\_\_\_\_ Recommended but NOT required for the degree program

Note: Student must register for and receive a grade after the completion of the Curricular Practical Training. Failure to meet the USCIS regulations will result in cancellation of the CPT and the student will be in violation of status.

I certify that the Curricular Practical Training described in the employer's offer letter is related to the student's field of study and it is an integral part of the curriculum. The work authorization under the Curricular Practical Training is recommended.

Signature of Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_