

Curricular Practical Training Application

Curricular Practical Training (CPT) must be an “**integral part of an established curriculum**,” and is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school.” (8 C.F.R. 214.2 (f) (10) (i)). CPT can be authorized for:

1. An internship/practicum course or other type of practical/field experience within a student’s degree program
2. An internship/cooperative education program offered through the Career Center.
- Please review the Career Center [Guidelines for Cooperative Education/Internships](#).

CPT Authorization Requirements

- Employment offer is required prior to CPT approval
 - A change in employer requires IS review and approval
- I-20 with CPT authorization must be obtained from IS **prior** to the employment start date. Working prior to receiving CPT authorization constitutes unauthorized employment.
- IS will authorize no more than two semesters of CPT per degree level at the same internship site. Students who wish to repeat CPT beyond two semesters may do so on a case-by-case basis if a new employer and new learning objectives have been established.
- CPT may be authorized part-time (20 hours per week or less) or full-time (more than 20 hours per week). Part-time CPT does not affect eligibility for Optional Practical Training (OPT). Full-time CPT reaching a total of **12 months** will cancel eligibility for OPT.

STEP 1: Complete mandatory Employment/Practical Training Workshop (Enter the date you completed the item checked)

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Attended workshop

Date:

☐

Completed the online workshop

Date:

STEP 2: Complete the CPT application packet. (Use the checklist below)

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IS Curricular Practical Training Application Form (signed by student and academic advisor)

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Employment letter including the following: (a) name of employer and physical location of employment; (b) proposed occupation – including title, description of duties, salary, hours per week; (c) exact dates of employment.

STEP 3: Approval from Career Center (if applicable)

Which course is the student applying for?

☐ Cooperative Education Program

☐ Professional Internship Course

CC Approver Name:

CC Approver Email:

CC Signature:

Date:

Students must schedule a registration appointment in the Career Center to register for the internship course: IDS 3949 or Co-op Program. The student needs to complete all the requirements to pass the course in order to be in compliance with the CPT application requirements.

SECTION I: TO BE COMPLETED BY STUDENT			
Student Information			
Last Name:	First Name:	Student ID#: Z	
FAU Email:	Telephone:	Degree Level:	
Major(s):		Minor(s):	
Purpose of CPT Authorization (select one option below)			
<input type="checkbox"/> COOP through Career Center <i>(must get CC approval on previous page)</i>		<input type="checkbox"/> Professional Internship through Career Center <i>(must get CC approval on previous page)</i>	
<input type="checkbox"/> Research for Thesis/dissertation (requires letter from advisor)			
<input type="checkbox"/> Internship within academic department (course name & # _____)			
Employer Information			
Employer Name:		Employer Address:	
City:	State:	Postal Code:	
Employer Telephone:		Employer Email:	
Supervisor Name:		Supervisor Title:	
Job Title:	Start Date:	End Date:	
Prior CPT Authorization during the current program of study (use separate sheet if necessary)			
Start Date:	End Date:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <i>(less than 20hrs)</i>	
Start Date:	End Date:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <i>(less than 20hrs)</i>	
Student Signature:			Date:

SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR*		
<i>This section can be completed & signed by the student's academic advisor, department chair, or college assistant/associate/dean. Complete the information in the spaces below or attach a letter in response.</i>		
Is the proposed training required for completion of the degree program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Explain how the training experience relates to the students field of study and what the academic goals are.		
3. Student will be working: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <i>(no more than 20 hours per week)</i>		
Faculty/Staff/Administrator recommending this experience for the above named student:		
Name:		Position:
Telephone:	Fax:	Email:
Signature:		Date:

SECTION III: Required only for students in the College of Engineering and Computer Science	
Associate Dean Approval	
Name:	Position:
Signature:	
Date:	