

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 or professional internship course offered by the Career Center.
2. For the collection of research for thesis or dissertation – must be enrolled for thesis/dissertation credit and submit letter of support from academic adviser stating how the CPT will benefit thesis/dissertation research topic.

CPT Authorization Requirements

- Employment offer is required **prior** to CPT approval
 - A change in employer requires a new CPT application and ISS approval.
- I-20 with CPT authorization must be obtained from ISS **prior** to the employment start date. Working prior to receiving CPT authorization constitutes unauthorized employment.
- ISS will authorize two semesters of CPT **per degree level**. Students who wish to repeat CPT beyond two semesters may do so when required for degree completion. New employment learning objectives must be established per CPT authorization.
- 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 Employment/Practical Training Workshop & Quiz (Enter date or semester workshop was completed below)

Attended workshop or completed online workshop

Date:

Completed the online CPT Quiz (print score to submit with application)

STEP 2: Obtain Employment Letter (job offer required before applying for CPT)

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: Complete the CPT Application Packet.

ISS Curricular Practical Training Application Form (page 2): signed by student, academic advisor and if applicable, Career Center. Be sure to select purpose of CPT in Section I to avoid processing delays and if you are requesting full-time or part-time (20 hours per week or less) CPT.

Curricular Practical Training Application

SECTION I: TO BE COMPLETED BY STUDENT

Last Name:	First Name:	Student ID#: Z
Major:	Telephone:	Degree Level:
Purpose of CPT Authorization (required – select one option below)		
Research for Thesis/dissertation (requires letter from advisor)		
Professional Internship Course through Career Center (0-4 credits; Career Center approval required on CPT application Section III)		
Internship course offered by academic department (course name and # _____)		
Employer Information for CPT (required)		
Employer/Company Name (not supervisor):	Employer Address:	
City:	State:	Postal Code:
Employer Telephone:	Employer Email:	
Supervisor Name:	Supervisor Title:	
Student's Job Title:	Start Date:	End Date:
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>		
1. Is the proposed training required for completion of the degree program?	Yes	No
2. Explain how the training experience relates to the student's field of study and what the academic goals are:		
3. What is the student's expected last term of enrollment?		
4. Student will be working (please select one): Full Time 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:	Email:	
Signature:		Date:

SECTION III: TO BE COMPLETED BY CAREER CENTER*

<i>This section is only required if Professional Internship Course through Career Center option was selected as the purpose for CPT.</i>	
CC Approver Name:	CC Approver Email:
Career Center Signature:	Date:
Students must visit the Career Center to register for the internship course: IDS 3949. The student needs to complete all the requirements to pass the course to be compliant with the CPT application requirements.	