

Curricular Practical Training (CPT)

Request Form

PART 1: TO BE COMPLETED BY THE STUDENT:

Curricular Practical Training (CPT) is an employment authorization that allows international students on F-1 visas to gain practical work experience directly related to their studies in an off-campus environment.

Student Name: _____ Major(s): _____

Name of Employer: _____ Do you have an SSN?: Yes ____ No ____

Address of Employer: _____ Is your work remote?: Yes ____ No ____

Brief Description of Job: _____

Number of Hours Per Week: _____ Start and End Dates: _____

The requirements for CPT are (please initial by each requirement, indicating your agreement):

- _____ I will work with the Center for Career Development to obtain internship credit for this opportunity, fulfilling all course requirements before, during, and after the internship.
- _____ I understand that if this is a paid position, I will have tax responsibilities at the beginning of the following calendar year.
- _____ I understand I may not begin employment without first receiving CPT authorization from ISP, and may not continue employment past the end date of the CPT authorization.
- _____ The work experience is directly related to my major area of study

Student Signature

Date

PART 2: TO BE COMPLETED BY THE ACADEMIC ADVISER:

US immigration regulations require that CPT be used by students for work experience that is directly related to the student's major field of study. Any questions may be directed to International Student Programs. Thank you for your assistance.

How is the proposed work experience related to the student's major field of study?

Adviser's Name

Adviser's Signature

Date

PART 3: TO BE COMPLETED BY THE INTERNSHIP SUPERVISOR:

Supervisor Name: _____ Title: _____

Supervisor Email Address: _____ Supervisor Phone Number: _____

Explain the level of training and supervision you will be providing to help explain how this experience will meet the training purposes of F-1 Curricular Practical Training

Signature

Date