



## F-1 CURRICULAR PRACTICAL TRAINING REQUEST FORM GRADUATE/PROFESSIONAL STUDENTS

Curricular Practical Training (CPT) is off-campus employment in which an F-1 student must engage in order to satisfy the graduation requirements of his/her program. CPT must be an integral part of the student's program of study, and may involve an internship, practicum or field experience. **International students may NOT participate in an internship or any other form of off-campus employment without authorization, whether the work is paid or unpaid.**

F-1 international students are eligible for CPT authorization only under the following conditions: (i) the internship is required for all students in the degree program in order to graduate, (ii) the internship is a required component of a course in their major field of study that will count toward their graduation requirements (not an independent study course), or (iii) the internship is required for a graduate student to complete the dissertation or thesis once they have been advanced to candidacy by the Graduate School.

This form provides the information necessary to establish the academic nature of the proposed CPT employment. Before completing this form the academic advisor should meet with the student and also read through the internship offer letter. If the internship experience does not satisfy one of the above listed categories, students should be encouraged to talk with ISSS regarding an application for Optional Practical Training (OPT).

### STUDENT INFORMATION

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

Current Degree Level (Master's, Ph.D., etc.): \_\_\_\_\_

Major or Program of Study: \_\_\_\_\_

Expected Term of Graduation (semester/year): \_\_\_\_\_ Email: \_\_\_\_\_

### PROPOSED EMPLOYMENT:

Prospective CPT Employer Name: \_\_\_\_\_

Employer Mailing Address (No P.O. Boxes): \_\_\_\_\_

Physical Location of Work (If Different From Above): \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Number of Hours per Week: \_\_\_\_\_

## ACADEMIC ADVISOR RECOMMENDATION

**Instructions for the Academic Advisor:** The below student is requesting Curricular Practical Training (CPT) authorization. CPT authorization may be granted for internships, practicums, field experience, or off-campus research required for the student's program of study or thesis/dissertation. To qualify, graduate international students must satisfy one of the eligibility criteria listed on the [ISSS website](#). If you determine the experience is beneficial to the student's professional development, but not integral to their program of study, please recommend the student to consider Optional Practical Training (OPT) instead. If you have any questions concerning eligibility prior to making a recommendation, please reach out to an [ISSS Student Advisor](#). Thank you for your assistance.

### PROGRAM INFORMATION (COMPLETED BY ACADEMIC ADVISOR)

**Expected final term of registration:** \_\_\_\_\_ (semester/year)

**For Doctoral Students: Has this student been advanced to candidacy by the Graduate School?**      **Yes**      **No**

**The proposed employment satisfies one of the following eligibility criteria for CPT authorization:**

- Required for all students in the program in order to earn the degree.**
  - a) **Please attach the requirement description in the department's handbook** and any other documentation outlining the requirement details (i.e. number of practicum hours needed, required prerequisites, etc.).
- Required by a course in which the student will receive academic credit towards graduation** (not an independent study).
  - a) **Course Prefix and Number:** \_\_\_\_\_
  - b) **Please attach a copy of the course syllabus**
- Required to complete dissertation or thesis research.** Please obtain a signature from the Director of Graduate Studies as confirmation that this activity is sanctioned by the Graduate School and that this student will continue to be registered during the requested period.
  - a) **Please attach a letter on UNC letterhead** detailing how the proposed employment is required for completion of the thesis or dissertation. The letter should address the following points:
    - Description of the student's research
    - Explanation of student's role at the internship site and how it is related to their field of study
    - Explanation of why the research must be done off-campus and cannot be completed at UNC
    - How the research is required for student's dissertation completion.
  - b) **Student:** Please obtain a letter from your employer indicating that any proprietary restrictions will not inhibit you from utilizing the practicum experience in your thesis/dissertation.

I certify that I have read the job offer letter and consider the above curricular practical training experience to be an integral part of the student's program of study. I understand that CPT should be used only to meet degree requirements in the student's program of study, is not meant to be a convenient employment opportunity, and may not delay completion of the academic program. I certify the above information and any accompanying attachments are true and accurate.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Director of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Studies Name: \_\_\_\_\_