



F-1 CURRICULAR PRACTICAL TRAINING REQUEST FORM UNDERGRADUATE 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.**

Undergraduate F-1 international students are eligible for CPT authorization only under the following conditions: 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).

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 the criteria listed above, students should be encouraged to talk with ISSS regarding an application for Optional Practical Training (OPT).

STUDENT INFORMATION

Name: _____ PID: _____

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 & COURSE INSTRUCTOR RECOMMENDATIONS

Instructions for the Academic Advisor and Course Instructor: The below student is requesting Curricular Practical Training (CPT) authorization. CPT authorization may be granted for required internships, practicums, field experience, or off-campus research integral to the student's program of study. To qualify, undergraduate international students must be enrolled in an established, credit-bearing internship or practicum course in their major. Independent study courses do not qualify for CPT. In order to authorize CPT, ISSS must determine eligibility using the information provided below. Please complete and return the form, along with any support documents to the student, so that they may submit their complete application materials to ISSS. If you have any questions, please contact an [ISSS Student Advisor](#). Thank you for your assistance.

Student Name: _____ PID: _____

COURSE INFORMATION (COMPLETED BY COURSE INSTRUCTOR OR DIR. OF UNDERGRADUATE STUDIES):

Please attach a **copy of the course syllabus** to accompany the information provided below:

Course Prefix and Number: _____

Number of course credits: _____

I certify that I have read the job offer letter and have determined that the above student's proposed position will satisfy the requirements of the cited course. I confirm that the position is directly related to the student's major area of study. I certify the above information and any accompanying attachments are true and accurate.

Course Instructor's Signature: _____ Date: _____

Course Instructor's Name: _____ Email: _____ Phone: _____

PROGRAM DETAILS (COMPLETED BY ACADEMIC ADVISOR):

The student has the following number of credits remaining in program: _____

Expected term of graduation: _____ (Semester/Year)

I certify that I have reviewed the above student's transcript/study plan and the cited course is required (either through major credits or elective credits) for the student's program/graduation. 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: _____